



CITY OF NEWPORT BEACH BOARD OF LIBRARY TRUSTEES STAFF REPORT

February 23, 2026
Agenda Item No. 6

TO: BOARD OF LIBRARY TRUSTEES

FROM: Library Services Department
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TITLE: Study Room/Charles Sword Meeting Room Policy (NBPL 13)

RECOMMENDATION:

Staff requests that the Board of Library Trustees review and approve changes to Library Policy NBPL 13, *Study Room/Charles Sword Meeting Room Policy*.

DISCUSSION:

The Newport Beach Public Library offers meeting room spaces at the Central Library consisting of three study rooms and the Charles Sword Meeting Room (Sword Room).

The Central Library's three study rooms are in high demand throughout the day. Policy has been implemented to ensure equitable access and to establish guidelines for the use of the rooms. There are no recommended changes to the study room portion of the policy as it continues to work effectively in guidance of the rooms.

The Sword Room was originally intended to be an open quiet reading room but was found to be underutilized. In 2017, thanks to a generous donation from the Library Foundation of Newport Beach, the room was enclosed and made available to the public as a meeting space for groups ranging from six to 20 people. The Sword Room can be reserved through the Library Administration Office during business hours. Staff recommends a minor revision to clarify how to reserve the room consistent with Library Policy NBPL 12, *Circulation Policy*.

NOTICING:

This agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the Board of Library Trustees considers the item).

ATTACHMENT A: NBPL 13, *Study Room/Charles Sword Meeting Room Policy* - original
ATTACHMENT B: NBPL 13, *Study Room/Charles Sword Meeting Room Policy* - red-lined
ATTACHMENT C: NBPL 13, *Study Room/Charles Sword Meeting Room Policy* - final