

Study Rooms/Charles Sword Meeting Room Policy

Study Rooms

There are three (3) study rooms available at the Central Library for individuals or groups of 2-5 people, depending on the size and requirements of each specific room.

The Library schedules these rooms same day on a first come, first serve basis. Patrons must request use of a study room in person at the Reference Desk on the second floor of the Central Library. The Library will not accept telephone or e-mail requests to use the study rooms. Patrons may only schedule one study room session at a time and must wait until their current session is over before scheduling a new session. Reservations for Study Rooms will be honored for 10 minutes past the requested time. Failure to arrive within 10 minutes of the requested time will result in a forfeiture of the reserved room.

Study rooms are available for use Monday through Sunday for up to two (2) hours during the Library's hours of operation. Patrons can extend the length of their session for an additional two (2) hour period if no other patrons are waiting to use a room. A patron, or a patron acting as the representative of a group of patrons, must check in at the Reference Desk before their scheduled session.

A patron, or at least one member of a group, requesting a study room must have a valid Newport Beach Public Library card. Rooms are checked out to a Library cardholder in the Library's circulation system.

The Library will consider any study room left unattended for more than 10 minutes to be available for use by others. The Library is not responsible for items left unattended. The Library will consider items left unattended to be lost and will place them in the Library's Lost and Found located on the first floor at the Circulation Desk.

Users of the study rooms are responsible for leaving the rooms in a neat and orderly condition. Failure to do so may result in the denial of future requests to use a study room. Users may not move tables and chairs into or remove them from a study room. Users cannot tape or tack materials to study room walls or windows.

Charles Sword Meeting Room

The Charles Sword Meeting Room at the Central Library is reserved for larger groups. Use of the room requires a minimum of six (6) people and a maximum of 20 people.

The Charles Sword Meeting Room is available for use Monday through Sunday for a maximum of four (4) hours per group during the Library's hours of operation.

Room reservations can be made Monday through Thursday between 9AM - 5PM and Friday between 9AM – 4PM, through the Library Administration office in person, or by telephone at (949) 717-3801. The room may be reserved no more than four (4) weeks in advance.

Patrons must have a NBPL card on file before reserving the Charles Sword Meeting Room. Student ID is acceptable for school age applicants under age 18.

The members of the group scheduling use of the Charles Sword Meeting Room must be present during the period of usage.

A representative of the group must check in at the Reference Desk before their scheduled reservation.

The Reference staff will open the Charles Sword Meeting Room only for patrons who reserved the room through the Administration office. The room reservation will be released if the patron does not arrive within 10 minutes of their reservation time.

The Library is not responsible for items left unattended. The Library will consider items left unattended to be lost and will place them in the Library's Lost and Found, located on the first floor at the Circulation Desk.

No commercial activity is permitted in the room.

The room is located in a quiet area of the Library, so users must keep the door closed during meetings.

Users of the Charles Sword Meeting Room are responsible for leaving the room in a neat and orderly condition. Failure to do so may result in the denial of future requests to use the Charles Sword Meeting Room. Tables and chairs may be rearranged during room use; however, all furniture must be returned to its original configuration before vacating the room. Users cannot tape or tack materials to the room walls or windows.

Adopted - April 1, 2013

Amended - September 17, 2018

Amended - April 23, 2019

Amended - April 19, 2021

Amended - April 17, 2023

Amended – March 17, 2025

Formerly I-22

This Policy will be periodically reviewed by the Board of Library Trustees on the first to occur of (i) as circumstances may require or (ii) every two years from the date of adoption, last amendment, or last review. Adopted, last amended, or last reviewed on March 17, 2025.

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Patrons must have an n NBPL card on file before reserving the Charles Sword Meeting Room. ~~Student ID is acceptable for school-age applicants under age 18.~~ **Student**

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A representative of the group must check in at the Reference Desk before their scheduled reservation.

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No commercial activity is permitted in the room.

The room is located in a quiet area of the Library, so users must keep the door closed during meetings.

Users of the Charles Sword Meeting Room are responsible for leaving the room in a neat and orderly condition. Failure to do so may result in the denial of future requests to use the Charles Sword Meeting Room. Tables and chairs may be rearranged during room use; however, all furniture must be returned to its original configuration before vacating the room. Users cannot tape or tack materials to the room walls or windows.

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