THE BRENTWOOD LIBRARY

A Center for Fine Arts

Study Rooms and Fall Conference Room

Policy and Guidelines

Study Rooms

The library provides five study rooms for use by groups and individuals.

Room Descriptions and Equipment

- The Doan and Shaw Study Rooms each have a large table surrounded by six chairs, plus two lounge chairs with tablet arms.
- The Bell, Frisch and Leadership Study Rooms each have six lounge chairs with tablet arms, which may be rearranged to suit each group.
- All study rooms are equipped with a flat-panel monitor. This can be connected to a patron laptop using the cable provided. The library does not offer technical support on individual laptops.
- All study rooms have access to wireless internet service at no charge.

Proper Use

- All study rooms are locked when not in use. Patrons with a reservation should check in at the Reference Desk for access to the room.
- Drinks and snacks are allowed in the Study Rooms.
- Rooms should be left clean and orderly at the completion of your reservation. Food containers should not be left in the room. A trash can for food items is available in the hallway.

Reservations

- A current Brentwood Library borrower's card is required in order to reserve a room.
- Reservations are limited to two hours. Patrons may have up to 4 reservations per card per week, and consecutive reservations are permitted.
- Reservations may be made no earlier than one month in advance.
- An available room may be reserved for immediate use.
- Meetings must take place within library hours.
- Study rooms must be vacated five minutes before closing.
- Reservations may be made online, by telephone or at the Reference Desk.

Fall Conference Room

- The Fall Conference Room is provided to the public for use by small groups wishing to hold a meeting. The room seats 18 people and is equipped with a digital projection system and conference calling capabilities. The library's wireless internet service is accessible. The library does not offer technical support on individual laptops.

Proper Use

- The Conference Room is locked when not in use. Patrons with a reservation should check in at the Reference Desk for access to the room.
- Drinks and snacks are allowed in the Conference Room.
- Rooms should be left clean and orderly at the completion of your reservation. Food containers should not be left in the room. A trash can for food items is available in the hallway.

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- An available room may be reserved for immediate use.
- Meetings must take place within library hours, and the conference room must be vacated five minutes before closing.
- Reservations may be made on-line, by telephone, or at the Reference Desk.