Study Room Guidelines

1. Individual study rooms are available on a first-come, first-served basis. Any booking will be for the next available time slot and room. Requests for specific rooms cannot be honored. Same day reservations only. Reservations in-house and by phone.
2. Study rooms are available for a two-hour period. Each patron or group is allowed one booking per day.
3. No operating a business from the room.
4. Light snacks may be enjoyed responsibly in designated areas.
5. There is a 5-minute grace period for a booked customer to show up and check in to the room. If the customer has not checked in within this grace period, the room will be considered available and the booking will be forfeited.
6. The study rooms will be kept locked. Library staff will unlock the room; and patrons will be given a laminated card that corresponds to each room. This card is to be returned to the information desk when the customer is finished using the study room.
7. These rooms are intended for "quiet study." The rooms are not sound-proof and loud voices will carry out into the library. *Please remember that all library and behavior policies apply to the study rooms as well.*
8. Cell phones must be turned off or set to vibrate. Cell phone use should not audible outside of the study room. The use of electronic equipment is allowed, but headphones/ ear buds are required for audio.
9. Study rooms must be vacated 30 minutes before the library closes to give staff time to sanitize surfaces.

Mentor Public Library reserves the right to deny the use of a study room to anyone who fails to adhere to the above rules and restrictions.

If you need assistance, please come to the Information Desk or contact us at 440-255-8811 ext 247.

Updated 3/1/25