



Hill Road Library Guidelines for the Use of Small Group Study Rooms

Priority

Priority for study rooms will be given to:

1. Ventura County Library Adult Literacy tutors
2. Laubach Literacy tutors
3. Groups of two or more

All other bookings will be on a first come basis.

Procedure

To book a study room, contact a library staff member in person or by calling (805) 677-7180 during open hours.

General Guidelines

- ❖ Study rooms may be booked for up to two hours a day, either in one or two blocks.
- ❖ Blocks may be consecutive or nonconsecutive.
- ❖ Study rooms may be booked up to one week in advance.
- ❖ The library reserves the right to cancel study room bookings if necessary.

Long-Term Bookings

- ❖ For long-term needs or special meetings that require longer than 2 hours, contact Librarian, linda.cherry@ventura.org.