ARCADIA
PUBLIC LIBRARY

RESERVE A
STUDY ROOM

With your Arcadia Public Library Card

Requirements

- Valid Arcadia Public Library Card and PIN

Limits

- One reservation per day
- 30 minute minimum reservation
- 2 hour maximum reservation
- Reservations can be made up to one day in-advance

Study Room Features

- Table
- Chairs
- White Board
- Dry Erase Markers
- Wi-Fi
- Screen + casting technology

Making a Reservation

Online

- Make a reservation online at **arcadiaca.libcal.com**
- Select your reservation time
- Enter a valid Arcadia Public Library Card number and PIN
- You will receive a confirmation email after reserving your room with a link to cancel or reschedule

Phone

- Call **(626) 821-5569** to make a reservation by phone
- You will need your library card number

In-Person

- Visit the **Adult & Teen Services Desk**
- You will need to present a Valid Arcadia Public Library Card

Checking into your Room

- Check in at the Adult & Teen Services Desk
- The holder of the reservation must be present at the time of check-in with their library card
- Room reservations are canceled 10 minutes after the start of the reservation if the user fails to check-in on time

STUDY ROOM

GUIDELINES

- A reservation is required to use a study room.
- Study Rooms may be reserved up to one day in advance.
- Reservations can be made online, in person or by calling the Adult & Teen Service Desk at (626) 821-5569.
- Study room users are expected to check-in for their study room reservations on time at the Adult & Teen Services Desk.
- The person who made the reservation must be present at the time of check-in with the same Arcadia Public Library card that was used to make the reservation.
- Time extensions will not be given, even in cases where the room may be unoccupied for a period of time.
- Users who fail to show up to their reservation on time will have their reservation canceled ten (10) minutes after their scheduled start time.
- Lights must remain on while the user is in the room.
- Aside from water in a closed container, no food or drinks are allowed in study rooms.
- Paid tutoring is not allowed in study rooms or on Library grounds.
- Screen casting technology inside study rooms must be used in accordance with the Library's Code of Conduct.
- Do not leave personal items unattended in study rooms. Arcadia Public Library is not responsible for personal belongings or their loss.
- Before leaving, study room users must clean up after themselves. The study room should be left in the same condition as it was in at check-in.
- The person signing up for the room assumes responsibility for the room, including damages to the room or equipment.
- Study room users must vacate their study room promptly when their scheduled time ends.
- All study rooms close five (5) minutes before the library closes and must be vacated by this time.
- Failure to comply with Study Room guidelines and policies may result in a patron losing their privileges to stay in or reserve study rooms in the future.