



Canby Public Library
220 NE 2nd Avenue
Canby OR 97013

Phone 503- 266-3394

Email canbyinfo@lincc.org

<http://www.canbylibrary.org>

Canby Public Library Iris and Lilac Rooms

Reservation Rules for Study Rooms

- For non-commercial activities (tutoring or educational purposes are an exception).
- One user of up to 2 hours max. per day
- A maximum of 4 week advance reservation for groups
 - Groups (or individual) are/is **limited to one reservation per week**
 - Groups of 2-5 may use a study room
- Same day reservations for individuals or groups are allowed if available.
- Room will be held 15 minutes past reservation time then released. If the room is still available and the user shows up later they can make a same day reservation (calendar permitting).
- Study rooms close 15 minute prior to closing.
- Library related, or other meetings, meetings may be scheduled longer at the discretion of the library of the director or designee.

Reservation Procedures

- Reservations may be made in person, by phone or by email. Email reservations will not be confirmed until the person receives a confirmation.

Same-day Reservations

- Both rooms are available to individuals or groups for same day reservations in person or by calling 503-266-3394.
- Users may sign up at the information desk.

Room Policies

- Food is not permitted in any of the study rooms. Lidded beverages are permitted.
- The room must be left in the same order as it was when entered.