

## **STUDY ROOM POLICY**

The Library makes available three small study rooms on the second floor for quiet study and for small meetings of no more than six people, including tutoring sessions. The rooms are available for all the hours that the library is open and may be reserved ahead of time by calling the Reference Desk. Please observe the following policies:

- 1. Patrons using a Study Room must check in at the Reference Desk.**
2. Study Rooms may be reserved up to *two weeks* in advance
3. Maximum booking limits: 3 hours per day, and a total of no more than 8 hours per week. The Library reserves the right to limit the number of study room reservations even further, however, depending on volume of requests.
4. Patrons wishing to reserve the room are asked to provide the library with their full name and contact information (daytime and nighttime phone numbers, or cell phone number, or e-mail address) in case cancellations are necessary.
5. Rooms will be held up to 10 minutes past the start of the reservation time. A late arrival does not guarantee the user an extension of their booking and/or a later finish time. Persons arriving late for their reservation should inquire into availability of the room beyond the finish time stated in their original reservation, since it may be booked for another person.
6. Out of courtesy to other potential users, cancellations should be called in as soon as possible. Patrons who are "no shows" and have not called to cancel their reservation may lose the privilege to reserve a study room in advance for one calendar month. However, they may use a room if one is available. Tutors should get 2 to 3 booking possibilities in descending order of preference from their students and then book the rooms. Excessive booking changes (3) will result in the loss of advance booking privileges.
7. In order to avoid confusion, tutors should arrange a specific place to meet their clients. The library has a policy that children under 12 years of age may not be left unattended in the library. For this reason, if the student is under 12 years of age, the tutor should arrange to have the parent (or other responsible adult) deliver the student directly to the Study Room. Otherwise, the tutor should make arrangements to meet the student at the front entry of the library.
8. Provision for notification of meeting cancellations should be arranged directly between the meeting attendees or between the tutor and the client. We regret that Library staff cannot provide a message service for users of the meeting rooms.
9. Under no condition and under no circumstance shall permission be either granted, implied or construed for the library to be listed in any print or electronic communications as the address or business location for any paid service that is conducted on library premises. Nor shall the library's telephone number, fax number, or email address be either listed or used as a contact. Discovery of any violation of this policy will result in immediate and irrevocable cancellation of all future privileges. All future room bookings will be immediately cancelled.

Revised and approved Library Board of Trustees, 9/28/04

Revised and approved Library Board of Trustees, 7/28/09

Revised and approved Library Board of Trustees, 7/25/13