

LIBRARY STUDY ROOMS

Policy:

The Board of Trustees of the Needham Free Public Library has established three Library Study Rooms to provide patrons with:

- A room for one-on-one tutorials
- An area for small group study and academic interaction
- An area for individual study, research, reading, and writing

The rooms are neither intended to be private offices for individuals to conduct their business/professional work nor areas for music, games, other entertainment, socializing, or sleeping. In order to ensure that this policy is adhered to and that the allocation of room use is equitable, the trustees establish the following Library Study Room regulations.

Regulations:

1. Study Room usage will be by reservation at the Reference Desk. Reservations may be made up to one day in advance, either in person or by phone, and will be held for ten minutes beyond reservation time. Reservations will be made on the hour and the half-hour only. Needham Youth Commission Peer Tutors and Community Council Literacy Tutors (ESL), Town of Needham departments, library trustees, Friends of the Needham Public Library, and the Library Foundation of Needham may make reservations up to one week in advance. Library patrons will be allowed to make advance reservations for the rooms a maximum of three times in a calendar week (Sunday to Saturday). Reservation time is limited to two (2) hours per day; however, if no one is waiting to use the rooms, the Reference Librarian may extend the time in thirty-minute increments. The thirty-minute extensions apply whether or not the extended time is contiguous or later in the day or evening. The person whose time is being extended should be informed that he/she will be asked to vacate the room at the end of a thirty-minute time period, if someone else wants to use the room. Patrons will need a current (unexpired) library card to make a reservation.
2. Rooms will be kept locked at all times. The keys will be kept at the Reference Desk. Patrons who leave the room will need to be let back in by the Reference Librarian. Patrons should never leave the Study Room door ajar, if they leave the room for any reason. Library materials or personal belongings may not be left unattended in an open room.
3. Each user will receive a copy of a "Rules Card," which must be presented at the Reference Desk to gain re-admission to the rooms and must be surrendered at the conclusion of the person's use of the room.

4. Use of each room is limited to four (4) people at one time. This may be increased for special circumstances at the discretion of the Reference Librarian.
5. Study Rooms will close ten (10) minutes before the library closes.
6. Young children may not be left unattended in the rooms.
7. Drinks in a stable container are allowed; no food is allowed.
8. Audible noise that would disturb other library users is not allowed.
9. Nothing may be affixed to the walls of the rooms.
10. People using the Study Rooms may not block the door with a chair or other item or cover the glass portion of the door in any manner.
11. Neither the Town, the library, nor any staff member is responsible for personal items left in Study Rooms.
12. Failure to abide by these regulations will result in cancellation of Study Room use privileges.
13. The Board of Trustees reserves the right to amend these regulations.

Approved, August 2005
Amended, May 13, 2008
May 28, 2008, November 10, 2009,
June 8, 2010, April 12, 2018