

# Study Room Policy

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HOPKINTON PUBLIC LIBRARY

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The Hopkinton Public Library study rooms provide quiet study and group work spaces for individuals and small groups. The library has two study rooms that seat up to 4 people and one room that seats up to 6. The lower level classroom may also be used as additional study room space at times, as described below.

## **Reserving Study Rooms**

Study rooms may be reserved up to one week in advance by contacting the reference desk. Reservations are not final until confirmed by a reference librarian. Study rooms may also be used on a walk-in, as-available basis by signing in at the reference desk.

Any individual aged 15 or older may request a study room reservation. A library card is not required to reserve or use the study rooms.

Individuals who no longer need a room should contact the reference desk to cancel their reservation. Reserved rooms will be held for up to 10 minutes after the start of the reservation if the person or group who reserved the room is not present. After 10

minutes, the reservation will be cancelled and the room made available to other patrons. Repeated no-shows may result in the loss of privileges to reserve a room.

### **Limitations on Room Use**

Individuals and groups may use a study room for up to an hour at a time. After one hour, they will be asked to leave the room if others are waiting to use it.

The same person or group may not reserve a study room in advance more frequently than once every other day. The same person or group may use study rooms on a walk-in/as available basis any number of times if the rooms are not in demand by others.

Study rooms must be vacated at least 15 minutes before the library closes.

Groups using study rooms must not exceed 4 people for the smaller study rooms and 6 people for the larger room. Groups of 5 or 6 people shall be given preference for use of the larger study room.

### **Tutors**

The study rooms are available for use by tutors. A tutor wishing to meet with students in the study rooms must reserve and/or sign in to the room under their own name, not their students' (or students' parents') name(s). A single tutor may only use a study room for up to one hour per day if others are waiting, and may only request one advance room reservation every other day, regardless of how many different students the tutor is working with during their time in the room.

Tutors should be aware that if they have been in a room for over an hour and another person or group wishes to use the space, they may be asked to vacate the room even if they are in the middle of a tutoring session.

## **Responsibilities of Groups Using Study Rooms**

No use of study rooms will be allowed that is reasonably likely to disturb other library patrons.

Food is not allowed in study rooms, except for drinks in closed containers.

The rooms should be left in a neat and undamaged condition, with trash placed in appropriate receptacles. Individuals and groups using a room shall be responsible to the library for any damage to the library premises or property during their reservation. The library is not responsible for lost or stolen items.

Library staff may request that individuals and groups leave the rooms, and may deny future reservation requests, if individuals or group members use the study room inappropriately or violate this or any other library policy.

## **Lower Level Classroom Use**

When there is a need for use of quiet study or work space that library study rooms cannot meet, library staff may open the lower level classroom for group and individual use at their discretion. The following conditions will govern use of the lower level classroom as study or work space:

If the classroom is reserved for a meeting or event in accordance with the library's meeting room use policy, it must be empty and ready for use by 20 minutes before the reservation is scheduled to begin. In addition, the classroom must be completely empty by 15 minutes before the library's closing time. Individuals or groups that do not leave the room promptly in these circumstances may be denied the privilege of using it for study or work space in future. There is no other time limit on use of the classroom.

The classroom may only be reserved in advance for events and meetings that meet the stipulations of the library's meeting room use policy, via requests placed using the library's online room reservation system. Use for individual and group work may only occur on a walk-in basis and at the discretion of library staff.

The door to the classroom must remain open while it is in use for this purpose, and other individuals or groups may also use the room at the same time.

Patrons who wish to talk on their cell phones, video conference with others on their computers, listen to audio without headphones, or engage in similar activities may do so as long as they do so quietly and the sound is not disturbing to others in the classroom or elsewhere on the lower level. However, these patrons are strongly encouraged to use the smaller study rooms for these purposes.

All other rules and terms of study room use from this policy apply to use of the lower level classroom for group or individual work.

### **Exceptions**

Exceptions to this policy may be made by the Library Director. The Director must approve any such exceptions before a reservation is made.