

## *Study Room Policy*

The library's mission is to provide optimum service to the Pennsauken community. The main purpose of the library's study room is to support library programs and community helpers and provide space for small discussion and private study.

To ensure the rooms are available to all members of our community and to ensure they remain clean and functional, the Pennsauken Free Public Library Board of Trustees sets forth the following rules governing the use of the library study rooms.

In the event of a conflict in usage, the following priorities shall apply:

- a) Library sponsored programs
- b) Literacy volunteers training
- c) Small group study (3 people maximum)
- d) Individual use

### **Reservation of Rooms and Hours Available**

Use of the study room is by reservation only; however walk-in reservations are available upon request.

Please book reservations during the library's operating hours. No reservations are guaranteed until verified by library staff. The library reserves the right to cancel study room reservations.

Reservations are for a minimum of 1 hour and a maximum of 2 hours, subject to availability. A patron may reserve a study room up to seven days in advance.

Room bookings are for continuous blocks of time only. That is, a one-hour room reservation cannot be split into two blocks, such as 1:00 to 1:30 and 2:00 to 2:30.

**The Library may limit the number of weekly room reservations to help ensure equity and access to the entire community.**

Study rooms may be reserved in person or via telephone during library operating hours. Responsibility for the room lies with the patron who reserves the room. For questions or assistance in booking or canceling study room reservations, please contact the circulation desk at 856-665-5959, ext.3

A person must be at least 14 years of age to occupy a study room. Patrons younger than 14 must have an adult 18 years of age or older present in the study room at all times during use.

The reservation start time is firm. If the patron does not arrive within 15 minutes of the scheduled time, the time will be made available for other patrons. If a patron is more

than 15 minutes late, the reserved room is available for use by walk-in patrons. The walk-in patron has the right to use the room even if the late reservation-holder arrives later.

The library is to be notified in a timely manner if patron is unable to arrive on time or no longer needs the use of the study room. Repeated failure to notify the library of a cancellation may result in loss of study room privileges.

If the room is vacated prior to the reservation's end time, the remaining time will be made available for other users.

### **Room Details**

Study room has a table and chairs that accommodate 1-3 people maximum.

All rooms have access to the library's free wireless Internet access

### **Rules of Use**

- a) The room may not be used for any meeting which has excess noise or physical activities which may disturb other people in the library.
- b) All persons using the room must abide by the ***Library's Code of Conduct*** as posted in the library. Failure to abide by the policies and rules established for study rooms and the **<Library's Code of Conduct >** will result in suspension or termination of an individual's library use privileges.
- c) No smoking, food, or drink are permitted.
- d) The study room is not soundproofed. Loud or disruptive groups will be asked to leave.
- e) Furniture may not be brought into or removed from a study room without approval from library staff.
- f) The library will not provide storage for patrons using the study rooms.
  - a. The library shall not be responsible or liable for lost, stolen, or damaged private materials or equipment left in study rooms.
  - b. Items left behind will be placed in the lost and found.
  - c. Patrons who need to leave the library during their reserved time can reschedule a reservation.
- g) Study rooms are available during library hours of operation. Individuals or groups must be out of the rooms fifteen (**15**) minutes prior to closing time.
- h) The patrons reserving the room assume responsibility for the state of the room. The room is to be left clean with any trash generated placed in waste cans.

- i) The library phone number shall not be used as a contact number, nor shall groups or individuals use the library as a mailing address. In order to provide as much access to the study rooms as possible, use of study rooms as a place to conduct regular business or as a place to hold office hours is prohibited.

### **Charges and Fees**

(A) Use of library study rooms is free of charge provided this policy is followed.

(B) If the room is damaged beyond normal wear and tear, the library will bill the user for repair or replacement costs. The library is the sole determinant of whether damaged furnishings or equipment can be repaired or must be replaced. The library will make all arrangements for repairs to walls, floors, furniture, etc.

(C) If library equipment is missing after a room has been used, the library will bill the user for the costs of replacement.

(D) For any of the above instances, the individual will not be permitted to reserve study room space again until these charges have been paid.

**Approved by Board of Trustees: July 26, 2021**