



## **Study Room Policy**

### **General Principles & Purpose**

As part of the Woburn Public Library's mission to connect residents to resources, services and experiences that educate, enrich, and entertain, the study rooms are available for individual and collaborative pursuits. Study rooms may not be used for commercial purposes.

Woburn Public Library has 3 study rooms:

2 rooms with a capacity for 4 people

1 room with a capacity for 7 people

### **Use of Study Rooms**

Study rooms are available for reservation up to a month in advance. These reservations can be made online through the library website, in-person at the Reference Desk, or via a live telephone call with the Reference Librarian. Phone messages and email requests will not be considered.

The person responsible for the condition of the room must sign up and give their name and phone number to the staff person at the Reference Desk and leave either an active MLN library card (or have their out of network card entered into the MLN system) with the Reference Librarian to receive the study room keycard.

When more than one person will be using a Study Room, one person from the group must leave an MLN library card (or out-of-network card that's been entered into the MLN system) to receive the study room key card and will be responsible for the Study Room's condition during use.

The study room doors lock automatically when closed.

When the room is vacated, the responsible person must come to the Reference Desk to return the study room key card and to receive MLN library card back (or out-of-network card that's been entered into the MLN system). Study rooms must be vacated 5 minutes

prior to the end of the time block so that the next user may start their session on time, and 15 minutes before closing time.

There is a two hour limit per day. In the rare occasion that the study room is not fully booked, users may contact the Reference desk via phone (781.933.0148 x6120) 5 minutes before the end of their time block to enquire about extending their session until the next person reserves it.

There is a 10 minute grace period to account for traffic and other small delays in getting to the library. After 10 minutes, the reservation will be canceled and given to the next patron.

Groups of 1-4 people are asked to use the smaller rooms when available so that the larger study room is available to larger groups.

Power and wireless internet access are available in all three rooms.

All study rooms are equipped with magnetic glass whiteboards. Markers are available at the service desk.

Users may not move tables or chairs into or remove them from study rooms without permission.

Only capped beverages are permitted in the study rooms. No food is permitted in the study rooms. All Library policies apply to persons using the study rooms including but not limited to the Library Code of Conduct and the Internet Acceptable Use Policy.

The library is not responsible for loss or damage to personal items. Do not leave personal items unattended if you leave the study room for any reason.

Public use of the library's study rooms must be subordinate to the need to provide a safe, peaceful, and respectful environment in which to read and study. No use of the study rooms will be allowed that is likely to disturb library patrons in their customary use of library facilities, impede library staff in the performance of their duties, or endanger patrons, staff, or the library building or collections.

### **Responsibility of Study Room Users**

The person who registers for the room will be held financially responsible for any damage done to the room and its furnishings by anyone during the time period registered.

The responsible person will inspect the room prior to use and report any damage or vandalism of the room to staff at the Reference Desk.

The person who registers for the room will be held responsible for any unreported damage.

The room will be left in clean condition. No eating or smoking is allowed in the study rooms.

Failure to abide by any of the rules pertaining to the use of the study rooms will result in the suspension of library privileges.

Approved by the Woburn Public Library Trustees, March 27, 2019. Amended 06/04/19.