

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 (Rooms 16 & 17)

1 room with a capacity for 7 people (Room 15)

There is a three (3) hour limit for room reservations per day.

You must be 18 or over to book a study room.

Only capped beverages are permitted in the study rooms. No food is permitted in the Study Rooms

Use of Study Rooms

Study rooms are available for reservation up to two weeks 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 in agreeing to the study room policy, giving their name and cell phone number to the staff person at the Reference Desk and leaving either an active MLN library card or other ID 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 other ID to receive the study room key card and will be responsible for the Study Room's condition during use.

You must be age 18 or over to book a study room. The 18+ patron must remain in the study room for the duration of the reservation if patrons under 18 are also in the study room.

The study room doors lock automatically when closed, so please take keycard with you if leaving during your reserved time.

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 or ID. 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 three (3) hour limit per day. Rooms must be reserved for a minimum of one (1) hour. In the rare occasion that the study room is not fully booked, users may contact the Reference desk in person or via phone (781.933.0148 x6120) 15 minutes before the end of their time block to enquire about extending their session until the next person reserves it.

There is a 15-minute grace period to account for traffic and other small delays in getting to the library. After 15 minutes if the patron has not picked up the keycard or contacted the library, the reservation will be canceled and given to the next patron wanting a study room.

Groups of 1-4 people are asked to use the smaller rooms (16 & 17) when possible 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. Please clean whiteboard if used during reservation.

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.
Amended 11/09/2021