

## **Hopkinton Public Library Study Room Policy**

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.

### **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 make more than one reservation 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 name, not their students'. 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 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 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.

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