

Study Room Policy	 <p data-bbox="966 504 1404 535">HOPKINTON PUBLIC LIBRARY</p>
<p data-bbox="219 388 820 483"><i>Approved by Board of Trustees: November 2017 Revisions approved June 2019 & September 2022</i></p>	
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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.

Reserving Study Rooms

Study rooms may be reserved up to one week in advance by contacting the reference desk or by booking online. 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 14 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. After 10 minutes, the reservation will be canceled and the room made available to other patrons. Repeated no-shows may result in the loss of privileges to

reserve a room in advance.

Limitations on Room Use

Individuals and groups are guaranteed one hour of room use. 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 three times per week. Only one reservation is permitted per 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, 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 Individuals or 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. Drinks in closed containers are permitted.

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

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