


Study Room Policy	
<i>Approved by Board of Trustees: November 2017 Revisions approved April 2024</i>	
<i>Review Date: June 2026</i>	

The Hopkinton Public Library study rooms are quiet study and group work spaces for individuals and small groups. The library has two study rooms that seat up to four people and one room that seats up to six.

Reserver Criteria

Any individual aged 14 or older may request to use a study room. A library card is not required. The person whose name the reservation is under must be present and in the room throughout the duration of the reservation. Library staff have the discretion to prioritize groups based on groups members' previous usage of study rooms on that day.

Reserving Study Rooms

Study rooms may be reserved up to one week in advance by contacting the Library or by booking online.

Study rooms may alternatively be reserved on an as-available, walk-in basis. Walk-in reservations can be made at the Lower Level service desk.

Reservations may be booked for a minimum of half an hour and a maximum of two hours per day. After their reserved time has elapsed, study room users are welcome to stay until the next reservation. Individuals or groups may book one reservation per

day.

Study rooms must be vacated at least 15 minutes before the library closes.

Groups using study rooms must not exceed four people for the smaller study rooms and six people for the larger room.

Responsibilities of Individuals or Groups Using Study Rooms

Individuals who no longer need a room should contact the Lower Level service 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 for reserving a room in advance.

Food is not allowed in study rooms. Drinks in covered containers are permitted.

The rooms should be left in a neat and undamaged condition, with trash placed in the appropriate receptacle. Individuals and groups using a room shall be responsible to the library for any damage to 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.