

Tewksbury Public Library Policy STUDY ROOM USE

The Tewksbury Public Library has 4 group study rooms for patron use. These rooms are an appropriate venue for group study, individual study, and any small meeting that involves conversation or collaboration. These study rooms are a shared resource, and we request that you abide by the following guidelines:

- Study room use is limited to a maximum of four (4) hours per day of reservation time across all rooms. This time may be split if we are able to accommodate the request.
- You may reserve a room up to one (1) week ahead by calling the library when we are open, or by speaking to a library staff member at the Reference Desk. Please inform the staff if you need to cancel or change a reservation.
- Back to back reservations by different members of a study group are not permitted. The second reservation will be forfeited automatically if this rule is not observed.
- There is a 15-minute grace period for reservations. If the room is not being used by the reserving group or individual at the end of the grace period, the entire reservation is forfeit and the room may be given to another group or individual on a first come, first served basis for the remainder of the reservation period. Please inform the staff if you will be late.
- Conversation and devices must be kept at a reasonable volume. The study rooms are NOT soundproof and loud conversation or other noise disturbs library users on our quiet floor.
- Covered drinks are allowed in our study rooms but food is not permitted.
- Please leave rooms in a clean and orderly condition and return any furniture to its original position.

Policy voted and adopted on: 1/9/2018
Policy last reviewed and amended on: