

Tewksbury Public Library Policy STUDY ROOM USE

The Tewksbury Public Library has three (3) 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. Study Rooms are a limited and shared resource; following are Study Room Use 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.
- Reservation requests may be made up to one (1) week ahead by completing the online room reservation form, calling the library when it is 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. Please arrive on time or inform staff if you will be late to avoid forfeiture of the room to another group or individual.
- 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.
- Please leave rooms in a clean and orderly condition and return any furniture to its original position.