

Study Room Policy

Levi Heywood Memorial Library

General Information

Study rooms are available for public use free of charge and can be booked during library hours. It is the library's intent to provide these spaces to as many people as possible. These rooms may be used by individuals or groups.

Sharing this environment with other people requires that everyone follow the **Patron Behavior Policy** established by the Board of Trustees. Users unable to do so will be asked to leave the study room space.

The Levi Heywood Memorial Library does not sponsor, recommend, or assume liability or responsibility for the work and/or activities **of tutors** who use library space. All arrangements must be made between the tutor, student, and parents. The use of the study rooms does not constitute an endorsement by the Library of the viewpoints expressed by groups and/or individuals using the space.

Requirements for Study Room Reservations

Anyone using the study rooms will be required to give name, phone number, number of people who will be using the room, and name of the organization they represent, if applicable.

Reservations will be accepted in the order received on a first-come, first-served basis. Reservations for study rooms are limited to four (4) dates at any given time up to eight weeks in advance per individual. Failure to notify the library of cancellations may result in the library cancelling upcoming reservations and refusing to make additional future reservations. Reservations will be held for 15 minutes past the reserved time.

The rooms may be reserved for up to 2 hours per day per person or group. Patrons may stay in the room past two hours until the room is needed by another patron, but may be asked to leave at any time.

Any damage to the space will lead to loss of privileges.

Rules for Use

The occupancy limits are as follows: Study room #1-- four (4) persons; Study room #2-- eight (8) persons; and Study room #3-- six (6) persons. No exceptions can be made to the occupancy limits.

- Walk-in users may request a study room if it is not reserved. Sessions might be less than two hours depending on room availability.
- Patrons 16 years or older can reserve study rooms.
- Study rooms must be vacated fifteen (15) minutes prior to closing, and left as they were found.
- Use of these rooms is allowed based upon the discretion of Levi Heywood Memorial Library staff. Special accommodations can be made at the discretion of the administration, and must be approved prior to the needed date(s).