

Central Library Study Rooms: Use and Reservation

I. GENERAL INFORMATION

The Buffalo & Erie County Public Library (B&ECPL) now offers three private study rooms for individual or small group use at the Central Library (Downtown Buffalo). Each study room provides a computer with Microsoft suite software (Word, Excel, PowerPoint, etc.), internet access and printing capabilities.

1. Study rooms are free to use and will be available during the Central Library's open hours. Reservations are highly recommended.
2. Individuals under the age of 12 must be accompanied by an adult.
3. Proper identification such as a B&ECPL library card, driver's license or other form of ID is required to use the study rooms.
4. A maximum of three people are allowed to occupy a study room at one time.
5. Study rooms will close daily, 10 minutes prior to the closing of the Central Library regardless of start time.

II. RESERVATIONS

1. Walk-ins are welcome and will be accommodated if a study room is not in use or reserved for use.
2. Reservations can be made in-person at the Computer Reference Desk or by contacting Central Library staff at (716) 858-8900 (option 2 - speak to reference staff).
3. Reservations can be made in 2-hour blocks of time.
4. Reservations are limited to 8 hours per week, total per patron.
5. Patrons may book reservations up to 4 weeks in advance.
6. Reservations will be held for 15 minutes. After 15 minutes, the study room will be made available to walk-in requests.

III. PATRON RESPONSIBILITIES

1. The B&ECPL's *Rules of Conduct* apply to the use of all study rooms.
2. The study rooms are not sound proof. Patrons should be respectful of other library users.
3. All doors and windows must remain clear and unobstructed.
4. Only drinks with tops will be allowed in the study rooms, no food is allowed.
5. All personal belongings and any scrap/waste materials must be removed from the study room at the end of each reservation.