

Crane Library Meeting/Study Rooms: Use and Reservation

I. GENERAL INFORMATION

The Crane Library now offers two private meeting/study rooms for individual or small group use.

1. Meeting/study rooms are free to use and will be available during the Crane Library's open hours. Reservations are highly recommended.
2. Proper identification such as a B&ECPL library card, driver's license or other form of ID is required to use the meeting/study rooms.
3. All small groups or individuals, with or without a reservation, must check-in and out with library staff.
4. Individuals age 12 and under must be accompanied by an adult.
5. A maximum of four people are allowed to occupy a meeting/study room at one time.
6. Meeting/study rooms will close daily, 10 minutes prior to the closing of the Crane Library regardless of start time.

II. RESERVATIONS

1. Walk-ins are welcome and will be accommodated if a meeting/study room is not in use or reserved for use.
2. Reservations can be made in-person at the Information Desk or by contacting Crane Library staff at (716) 883-6651.
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 meeting/study room will be made available to walk-in requests.

III. PATRON RESPONSIBILITIES

1. The B&ECPL's *Rules of Conduct* applies to the use of all meeting/study rooms.
2. The Crane Library is not responsible for lost or stolen items, and does not assume any liability for groups or individuals in the study rooms.
3. The meeting/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 meeting/study room.
5. All personal belongings and any scrap/waste materials must be removed from the meeting/study room at the end of each reservation.