

## **Kenmore Public Library Study Rooms Policy**

The Kenmore Public Library study rooms (3) are intended for informal individual or small group use and are not to be used for commercial purposes. Kenmore Public Library study room users are required to comply with all Town of Tonawanda Public Library policies. The rooms are available during normal library working hours. There is no charge for the use of a room and rooms are open to the public on a first come, first-served basis. Patrons may book reservations in advance, up to 4 weeks in advance as registration sheets are available. If the person reserving the room is more than 15 minutes late for their reserved time, their reservation will be cancelled should others be waiting to use a room.

1. Patrons must sign-in to use a study room with a staff member and provide their contact information (full name & phone number) at the circulation desk in order to use a room.
2. Patrons may sign up to use a room for up to 2 hours per day. If no one else is waiting, the individual/group presently using the study room may stay until another group has signed up to use the room.
3. The study rooms are for use by up to two people in the smaller room and up to 5 people in the larger rooms.
4. The library is not responsible for lost or stolen articles. Patrons are responsible for personal belongings and should maintain them in their possession at all times.
5. Rooms are to be left in a neat, clean, and orderly condition.
6. Eating is permitted, and all trash must be disposed of in containers provided. Beverages in covered containers are allowed. (unless there is a current requirement to properly wear a face mask while at the library).
7. The Town of Tonawanda Public Library does not assume any liability for groups or individuals in the study rooms.
8. No smoking, firearms, pets, or alcoholic beverages are allowed.
9. Shirts and shoes are required at all times.

10. Discussions should take place at quiet conversational levels.
11. Laptops, personal computers, cell phones and other electronic devices may be used in the study rooms, provided the volume controls on such devices are adjusted so as not to disturb others in the library.
12. Projects that involve materials including, but not limited to, musical instruments, singing, TV/radios, glitter and other craft materials are not deemed appropriate for use in study rooms.
13. Rooms remain unlocked during use. Doors may not be blocked; windows and doors may not be covered at any time.
14. No items shall be taped or tacked to the walls, windows or doors.
15. Children under the age of 10 may use study rooms when they are with an accompanying adult who signs for the room and remains present at all times while the room is in use.
16. Children 11-16 are permitted to use a study room independently or as a group after an accompanying adult signs the sign in sheet at the circulation desk.
17. Individuals or groups who are noisy or unruly, or violate the Rules of Conduct in any way, will be asked to leave.
18. Only library-supplied markers may be used on the whiteboards.
19. The library reserves the right to modify this policy as necessary.

Approved by the Town of Tonawanda Public Library Board of Trustees on March 18, 2022.