

## **West Seneca Public Library Study Rooms Policy**

The West Seneca Public Library study rooms (5) are intended for informal individual or small group use and are not to be used for commercial purposes. West Seneca Public Library study room users are required to comply with all West Seneca Public Library policies.

1. 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 serve 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.
2. Patrons must register for use a study room with a staff member, provide contact information and sign a waiver/Study Room Policy statement at the circulation desk in order to use a room. A door hanger displaying the study room number that is booked will be issued. Patrons must hang the number on the door handle and return it once they have completed their use of the room.
3. Patrons may sign up to use a room for up to 2 hours at a time. If no other group is waiting, the group presently using the study room may stay until another group has signed up to use the room. Patrons will then need to sign up again for a future appointment at the circulation desk.
4. The study rooms are for use by up to four people in smaller rooms and six people in the large room.
5. 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.
6. Rooms are to be left in a neat, clean, and orderly condition.
7. Eating is not permitted. Beverages in covered containers are allowed; the user is responsible for the proper disposal of beverage containers.
8. The West Seneca Public Library does not assume any liability for groups or individuals in the study rooms.
9. No smoking, firearms, pets, or alcoholic beverages are allowed.
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, paint, 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 are not permitted to check out study rooms and must be accompanied by an adult at all times when using a study room.
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. The library reserves the right to modify this policy as necessary.

Approved by the West Seneca Public Library Board of Trustees on May 30, 2018, as per Resolution 2018-5 Library Study Rooms Policy. Revised December 12, 2018 as per Resolution 2018-14 Library Study Room Policy Revision.