

West Seneca Public Library Study Rooms Policy

The West Seneca Public Library study rooms 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. In order to use a study room, patrons must sign-in at the information desk with a staff member and provide their contact information.
2. Rooms are only available during library hours.
3. There is no charge for use of a room, and rooms are open to the public on a first come, first-served basis.
4. Study rooms are for use by up to four people in smaller rooms (rooms 1-4) and six people in the large room (room 5).
5. Reservations may be made in advance as registration sheets are made available, generally 3-4 weeks from the present date.
6. 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.
7. If a person is more than 15 minutes late for their reservation, the time slot will be given away to the next person waiting for a room.
8. Rooms are to be left in a neat, clean, and orderly condition.
9. Eating is not permitted. Beverages in covered containers are allowed.
10. The West Seneca Public Library is not responsible for lost or stolen items, and does not assume any liability for groups or individuals in the study rooms.
11. Only dry erase markers may be used on the white boards.
12. Appropriate clothing, including a shirt and shoes, are required at all times.
13. Study rooms are not soundproof.
 - a. Discussions should take place at quiet conversational levels.
 - b. Laptops, personal computers, cell phones and other electronic devices may be used in the study rooms, provided volume controls are adjusted so as not to disturb others.
14. 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.
15. Doors may not be blocked; windows and doors may not be covered at any time. No items shall be taped or tacked to the walls, windows or doors.

16. Children ages 10 and under must be accompanied by an adult at all times when using a study room.
17. Children 11-16 are permitted to use a study room independently or as a group only after an adult accompanies them to the information desk and signs them in. Once the child has been signed in, the adult does not need to stay.
18. Individuals or groups who are noisy or unruly, or violate the Rules of Conduct in any way, will be asked to leave.

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. Confirmed January 16, 2019. Reviewed, amended and reapproved September 22, 2021. Reviewed, amended and reapproved November 30, 2022.