

Bedford Public Library Study Rooms Policy

Policy Statement 1

Library study rooms are intended for informal individual or small group use and are not to be used for commercial purposes (commercial purposes include, but are not limited to, the offering or solicitation of goods, services, or memberships.)

Regulations

- 1.1 The City of Bedford and library programs have first priority usage of all study rooms.
- 1.2 Study rooms must be checked out from the Information Desk. Individuals that are using a study room without checking the room out will be removed.
- 1.3 Study rooms are available to the public on a “first come, first served” basis.
- 1.4 Study rooms may be checked out for up to 2 hours per day.
- 1.5 Study rooms will be locked 15 minutes prior to the library closing.
- 1.6 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.
- 1.7 Study rooms cannot be used as a group member or individual’s primary place of meeting or business in excess of the standard two hours per day.
- 1.8 An individual must present a library card or a government issued ID or School ID to checkout a study room.
- 1.9 Library card must be in good standing. Individuals with library cards exceeding fine threshold will not be allowed to use study rooms.
- 1.10 A reserved study room that is unoccupied may be considered to be abandoned and made available to others as needed.
- 1.11 Reserved rooms are not transferrable to other library users.
- 1.12 The City of Bedford is not responsible for accidents, injury, loss or damage to the private property of the individual or organization using the room(s).

Policy Statement 2

The study rooms are intended for quiet use.

Regulations

- 2.1 The rooms are not soundproof; discussions should take place at quiet conversational levels. For their own protection users should limit conversation of a private or confidential nature as privacy cannot be guaranteed.
- 2.2 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.
- 2.3 Individuals or groups who are noisy or unruly will be asked to leave. Cell phone conversations need to be taken to the lobby.
- 2.4 The Library’s Rights of Others Policy applies to the group study rooms.

Policy Statement 3

The responsible user will be held financially responsible for any damage to the group study room or furniture.

Regulations

- 3.1 The room must be left in clean and neat condition
- 3.2 Projects that involve materials including, but not limited to, musical instruments, singing, TV/radios, glitter, paint, glue and other craft materials are not deemed appropriate for use in study rooms.
- 3.3 Persons who leave study rooms untidy may lose future study room privileges.
- 3.4 No alcoholic beverages or tobacco products may be used in any study room.
- 3.5 Tables and chairs may not be moved into or removed from study rooms.
- 3.6 Rooms shall remain unlocked during use.
- 3.7 Doors may not be blocked; windows and doors in study rooms may not be covered at any time.
- 3.8 No items shall be taped or tacked to the walls, windows or doors.
- 3.9 Eating and drinking are not permitted except for bottled water.

Policy Statement 4

Children under the age of 12 are not permitted use of study rooms without an adult in the room with them.

Regulations

- 4.1 Children under the age of 12 are not permitted to check out study rooms and must be accompanied by an adult at all times when using a study room.
- 4.2 Children who are noisy or unruly will be asked to leave. Talking in normal voices is permitted.