



# Bedford Public Library Study Rooms Guideline

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## Purpose

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 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 out the room will be removed.
- 1.3 An individual, age 13+, must present a Library card or a government-issued ID or School ID to check out a study room. The Library card must be in good standing with no overdue items. Individuals with Library cards at or exceeding the \$10.00 fine threshold will not be allowed to use study rooms.
- 1.4 Study rooms are available to the public on a first come, first served basis and cannot be reserved.
- 1.5 Study rooms may be checked out for up to 2 hours per day, once a day. Users who have been asked to vacate after 2 hours due to room demand will not be reassigned to another room that removes the existing occupant, thus creating a domino effect.
- 1.6 Assigned rooms are not transferrable to other library users or between room occupants in order to 'refresh' the 2-hour limit.
- 1.7 The posted occupancy limits for each Study Room may not be exceeded per the County Fire Marshal's authority.
- 1.8 Study rooms must remain unlocked while in use.
- 1.9 Study rooms will be locked 15 minutes prior to the Library closing.
- 1.10 If no one else is waiting, the person presently using the study room may stay until another person has signed up for the room.
- 1.11 Study rooms cannot be used as a group member's or individual's primary place of meeting or business in excess of the standard two hours per day.
- 1.12 An assigned study room that is unoccupied for 10 minutes or more may be considered to be abandoned and made available to others as needed. Items left in the room will be removed by staff and held at the Information Desk until the end of the day before the items are added to the Lost & Found. Users assigned to a study room must remain present in the room at all times and cannot temporarily vacate the room to use a public computer.
- 1.13 The City of Bedford is not responsible for accidents, injury, loss, theft, or damage to the private property of the individual or organization using a room.



## Study Room Conduct

- 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. Use of the study rooms for activities which require privacy is discouraged, including interviews, depositions, and other legal activities.
- 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 vacate the study room. Cell phone conversations need to be taken to the Lobby.
- 2.4 Study room users must abide by the Library's *Code of Conduct and Responsibilities Administrative Guideline* which can found on the Library's website, <https://bedfordlibrary.org>, under the Administrative Guidelines link at the bottom.
- 2.5 Users with concerns about another patron's behavior should report their concerns to a staff person instead of attempting to confront the other person.

## Damage and Cleanliness

- 3.1 The room must be left in clean and neat condition. Those who leave study rooms untidy may lose future study room privileges.
- 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 No alcoholic beverages or tobacco products may be used in any study room.
- 3.4 Tables and chairs may not be moved into or removed from study rooms.
- 3.5 Doors may not be blocked; windows and doors in study rooms may not be covered at any time.
- 3.6 No items shall be taped or tacked to the walls, windows, or doors.
- 3.7 Eating and drinking are not permitted except for bottled water.

## Study Room User Age Requirement

- 4.1 Children ages 12 and under are not permitted to check out study rooms. If a parent/guardian has checked out a room with a child under 13 years old, that parent/guardian must remain in the room with the child at all times.
- 4.2 Children must abide by the Library's *Code of Conduct and Responsibilities Administrative Guideline* which can found on the Library's website, <https://bedfordlibrary.org>, under the Administrative Guidelines link at the bottom. Children who are noisy or unruly will be asked to vacate the study room and an effort will be made to contact the parent/guardian if they are not already present.

