



Bedford Public Library Study Room Guidelines

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. Individuals that are using a study room without checking the room out will be removed.
- 1.3 Study rooms may be checked out for a maximum of 9 hours per week and no more than 3 hours at a time.
- 1.4 Study rooms will be locked 15 minutes prior to the library closing.
- 1.5 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.
- 1.6 Study rooms cannot be used as a group's or individual's primary place of meeting or business in excess of the standard three hours per day.
- 1.7 An individual must use a Bedford Public Library card to check out a study room.
- 1.8 The Library card must be in good standing. Individuals with a library card exceeding the fine threshold will not be allowed to use study rooms.
- 1.9 A reserved study room that is unoccupied for 15 minutes will be considered abandoned and made available to other users. Any items left unattended in the room will be removed.
- 1.10 Reserved rooms are not transferable to other library users.
- 1.11 The City of Bedford is not responsible for accidents, injury, loss or damage to the private property of the individual or group 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 Tampering with or vandalizing of study room furniture, fixtures, and library equipment including computer, cables, and is prohibited.
- 3.2 The room must be left in clean and neat condition.
- 3.3 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.
- 3.4 Persons who leave study rooms untidy or tamper with furniture or equipment may lose future study room privileges.
- 3.5 No alcoholic beverages or tobacco products may be used in any study room.
- 3.6 Tables and chairs may not be moved into or removed from study rooms.
- 3.7 Rooms shall remain unlocked during use.
- 3.8 Doors may not be blocked; windows and doors in study rooms may not be covered at any time.
- 3.9 No items shall be taped or tacked to the walls, windows or doors.
- 3.10 Eating and drinking are not permitted except for bottled water.

Policy Statement 4

Patrons under the age of 17 may only utilize a study room when accompanied by an adult patron.

Regulations

- 4.1 Children and teens under the age of 17 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 The Library is a shared space and all patrons, regardless of age, must abide by the Library's Code of Conduct and Responsibilities and those who are disruptive and/or too loud will be asked to vacate the study room and leave the premises.

