

NEW BEDFORD FREE PUBLIC LIBRARY

STUDY ROOM USE POLICY

Purpose

The New Bedford Free Public Library has two study rooms located on the 2nd floor as a free service to the public for group work or quiet study.

Guidelines

- Study rooms are available on a first-come, first-served basis for a maximum of two hours (2) per individual or group during the hours the library is open.
- Study rooms vary in size and are limited in the number of people allowed in each room, ranging from 2-8.
- The purpose of the rooms is for study purposes and quiet collaborations rather than individual office space.
- Rooms may be reserved up to one week in advance for no more than one two-hour reservation slot.
- Reservations will be held for 10 minutes after the designated time. No one may make more than one reservation per week.
- Patrons must not leave the rooms unattended for more than ten minutes- the time it would take to use the restroom or telephone. The library is not responsible for lost, stolen, or damaged items.
- Library staff may use their discretion to require user(s) to vacate the rooms if other people are waiting and if the room has been in use for two hours or more.
- All study rooms are monitored by electric surveillance equipment. Patrons must follow all other library behavior policies while in the study rooms including food consumption.
- Users are responsible for the condition of the study rooms.
- The Library reserves the right to allocate a study room for a library sponsored program or meeting.
- Failure to follow these guidelines will result in penalties, up to and including being permanently barred from using the study rooms.

Adopted by the Board of Trustees

May 2000

Revised March 2022