

## **ABINGTON PUBLIC LIBRARY STUDY ROOM POLICY**

In accordance with its goals of supporting formal education and lifelong learning the Abington Public Library makes two small study rooms available for tutoring and study.

- The study rooms, or small meeting rooms, are limited to the use of no more than four persons at one time.
- Appropriate library behavior is expected from those using these rooms in accordance with the Abington Public Library Code of Conduct.
- Beverages in covered containers are allowed; the user is responsible for the proper disposal or recycling of beverage containers.
- Laptop computers and other electronic devices may be used; however all electronic devices must be inaudible from outside the study room.
- Use of these rooms is limited to 3 hour time segments during the regular hours of library operation. Rooms must be vacated no later than 15 minutes before closing. The rooms may be reserved in advance by contacting the circulation desk.
- People who have reserved the room must call the library and cancel if the scheduled time cannot be met.
- The rooms will be held for fifteen minutes beyond the beginning of the reservation time. After fifteen minutes the reservation will be cancelled and the room may be assigned to another party.
- Study room time may be extended by up to 2 hours at the end of the session if there are no other reservations. If there is another request for use of the room during the extended time, the party in extended time must vacate the room.
- Time limits apply to all members of the party using the room; time cannot be split among individuals.
- Any infringement of the above regulations will result in the loss of privileges.

Voted by the Board of Library Trustees. Updated 10/03/05, 10/25/10, 08/05/13, 05/09/2016, 11/14/2016.