

INTRODUCTION:

The East Longmeadow Public Library has two small rooms located on the second floor available for public use. These rooms are made available for those who desire a quiet place to work or study. Study rooms shall be made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting use. The use of the study room space must always be subordinate to the paramount need to provide a safe, peaceful and respectful environment in which to read and study.

STUDY ROOMS AVAILABLE:

1. Study Room 1, in honor of Sarah Grace and Levi Edward
 - a. 4 person capacity
 - b. Table and chairs
 - c. White board
 - d. Power outlet
 - e. Wi-Fi access
2. Study Room 2, in honor of Emily Rose and Owen Deegan
 - a. 4 person capacity
 - b. Table and chairs
 - c. White board
 - d. Power outlet
 - e. Wi-Fi access

STUDY ROOM SCHEDULING:

1. Use of the rooms is scheduled at the Information Desk at the time of use, on a first-come, first-served basis.
2. Use by an individual or group is limited to one hour per day. The time limit may be extended if no others are waiting for the room.
3. Study room use must occur during regular operating library hours:
Monday - Wednesday 9:30 a.m. to 8:00 p.m.
Thursday - Friday 9:30 a.m. to 5:00 p.m.
Saturday - 9:30 a.m. to 4:00 p.m.
4. All study room use must end 10 minutes before the library closes.

INDIVIDUAL OR GROUP RESPONSIBILITIES:

1. Abide by all library policies, accessible at eastlongmeadowlibrary.org, when using the Study Room.
2. Report to a Library Staff member any apparent room or furniture damage prior to using the room.
3. Return table and chairs to their original arrangement, leaving the room as it was found.
4. Clean up all trash from the room by placing it in the provided trash receptacle.
5. Exit the room at the end of the designated, pre-approved time.
6. Receive and return Study Room Use Pass to the Information Desk.

CONDITIONS OF USE:

1. The Library is not responsible for damage to, or loss of, equipment, supplies, personal belongings, or other items left behind or unattended either before, during, or after use.
2. Items may not be affixed to the walls, trim, windows or doors.
3. Permission for a group to meet at the Library does not constitute or imply an endorsement of policies, beliefs, practices or programs by the East Longmeadow Public Library, Library Staff, or the Town of East Longmeadow.
4. The Library Director reserves the right to revoke the privilege of an individual or group for any future use of the Library's Study Rooms when it has been determined that there has been noncompliance with the Study Room Policy.

The "Study Room Policy" is subject to review and amendment by the Board of Library Trustees.

Approved by the Board of Library Trustees, July 2023.