

Middlebury Public Library

Study Room Usage Policy

The Middlebury Public Library provides five free study rooms throughout the library to enable up to four people to meet for educational purposes without disturbing other library users. In order to accommodate multiple patrons, study rooms will be reserved on a weekly basis for up to a two hour block of time. Advance booking is limited to a two week time period. The reserved room will be held for 15 minutes after the appointed time. When not in use, the rooms will be locked with the key available at the Circulation Desk.

- The study rooms are not available for the purpose of operating a business, selling merchandise or services, soliciting for later sales, or for social events.
- Tutors are able to reserve one session per week.
- The Library's *Code of Conduct* applies to use of study rooms.
- Noise should be held to a reasonable level since rooms are not soundproof.
- Eating in or bringing food or beverages into the study rooms is not allowed.
- The library is not responsible for accidents, injury, loss or damage to the private property of individuals or organizations. The library reserves the right to remove items left unattended in the room.
- Study room users are responsible for any damage in the rooms.
- Failure to abide by the policies governing the use of the rooms may result in the denial of future use.

Reviewed and adopted: