

Study Room Policy

The Franklin Lakes Public Library provides four study rooms as a service to library users. The study rooms are for use by small groups or individuals for quiet study and/or work on team projects. The rooms are not available for regularly scheduled classes, unless approved in advance by the Director or Assistant Director. Use of these rooms should be consistent with the objective of the library, which is to provide for all ages a suitable environment for research, study, reading and learning. **Study Room access is restricted to residents of Franklin Lakes.**

- **Library study rooms may not be used to distribute or sell goods or services of any kind, including, but not limited to, paid tutoring services.**
- All individuals using a study room must be at least 12 years old or a student in grade six or higher. Children under the age of 12 must be accompanied by an adult at all times while using a study room.
- Use of the study rooms will be arranged at the Reference Desk on the second floor. Franklin Lakes residents may reserve a study room up to one week in advance and a valid library card or proof of residency must be presented. Study rooms are available to any individual or small study group at no charge with priority given to Franklin Lakes card holders. A waiting list will be maintained at the Reference Desk if the rooms are occupied.
- A designated individual in the group using a study room must leave a personal ID at the Reference Desk (i.e. valid driver's license, current library card, student ID).
- **All individuals using a Study Room must sign in at the Reference Desk.**
- Study rooms are available up to one half hour prior to library closing.
- Groups must adhere to the maximum capacity posted in each room. Exceeding the maximum capacity is prohibited by law.
- A grace period of ten minutes will be observed in order for an individual or group to claim a room. After that time it may be forfeited to others waiting. More than two “no show” reservations may result in the loss of study room reservation privileges.
- Study rooms may be used for two hours. This time may be extended if no other patrons are waiting to use the rooms. Extended time expires as soon as another group requests the room.
- Study rooms are equipped for four, six and/or ten people. No extra chairs will be allowed without prior approval from library staff.

- Activities in a study room should not materially or substantially interfere with the proper functions of the library.
- Staff has the discretionary authority to remove users from the study room should their behavior be disruptive to others in the library. Prohibited activities include: causing excessive noise, creating safety hazards or security risks, and creating other disturbances that violate the Library Patron Behavior Policy.
- All individuals are responsible for the condition of the rooms they occupy and should return furniture to the original arrangement. Repair costs to fix any damage to the room will be charged.
- All individuals in the room are responsible for the behavior of others using the room during their session. Nothing may be taped or affixed to any part of the room. Groups and individuals are responsible for leaving the study rooms in good order after use.
- Covered drinks are allowed in the rooms but any clean-up is the responsibility of the group or person reserving the room. Food is only permitted in the café area located on the first floor.
- Usage of tobacco and electronic cigarettes is strictly prohibited.
- Groups/individuals may bring their own computer or electronic devices. The library accepts no responsibility for the use or care of personally supplied equipment and is not responsible for items lost or stolen.
- Wi-Fi is available throughout the library at no cost to patrons.

The Franklin Lakes Public Library is not liable for injuries to individuals or for damages to or the loss of personal property of individuals or groups using a study room.

The fact that a group is permitted to meet in the Library does not in any way constitute an endorsement of the group's policies and beliefs.

The Board of Library Trustees reserves the right to amend this policy at any time. The library may also deny access to the study rooms to groups that have failed to follow the rules and regulations for the rooms' use.

Approved: 3/19/14