

NEWTON PUBLIC LIBRARY STUDY ROOM POLICY:

Purpose Statement:

Newton Public Library welcomes the use of its study rooms by individuals and small groups for study, community-building, and collaboration. Meetings and activities held in the library should be in accordance with the library's mission and goals.

General Use:

The library makes its study rooms available at no charge to members of the public, high-school age and above, for private study and small-group collaboration. Younger users may be in the room with an adult present. A library card is not required for use, but users must make a booking either in advance or at the service desk

Study room occupancy is limited to the following. No additional chairs may be brought in to rooms beyond those provided.

Study Room A: 8 people

Study Rooms B, C, D, E: 2 people

Newton Room: 6 people

Copyrighted media (feature films, television shows, etc.) should not be shown on the study room TVs except during library-sponsored events and in consideration of the library's movie license requirements.

Any damage, loss, theft, or misuse of library equipment or facilities is the responsibility of the individual reserving the room.

Users of study rooms may not interfere with the library's operation. Attendees must abide by the library's Code of Conduct. This includes ensuring the proper supervision of children according to NPL policy. Violation of conduct policies should be reported to staff, and further use of study rooms may be denied to individuals or groups who disregard library regulations.

Scheduling:

Rooms may be reserved up to one month in advance, with no more than 6 hours reserved per person/group per week in advance. Reservations can be made online, by calling or emailing the library, or by service desk staff.

Rooms not previously reserved are available on a first-come, first-serve basis by checking in at the front desk.

If the library closes because of weather or other reasons, efforts will be made to notify those who have made study room reservations. During adverse weather conditions, persons are urged to check Newton Public Library's Facebook page or call the library for closing information.

Library staff may reassign users to a different study room of the same size or larger as needed. NPL reserves the right to cancel any study room reservation at any time. If NPL cancels a reservation, it is not required to provide a rationale or show cause for doing so.