

## **Policy Manual – Operating**

### **STUDY ROOMS POLICY**

Study Rooms are intended for individual study sessions, student study sessions, collaborative work, interviews, meetings of small groups, and the like. There is no fee for using these rooms. The rooms are not available for commercial purposes, including, but not limited to, the offering or solicitation of goods, services, or memberships unless expressly allowed by the Library Administration.

To book a room, a valid form of ID must be provided (library card, driver's license or student ID).

- **Group Study Rooms – Main Library**
  - Group Study Room 1 and 2 are glass-enclosed rooms located on the first floor of the library.
    - Group Study Room 1 has the capacity of up to 12 attendees
    - Group Study Room 2 has the capacity of up to 8 attendees.
  - An individual or group may book one two-hour session per day sessions in advance
    - Sessions may be extended at the discretion of the Information Services Department.
  - Room reservations will only be held for 15 minutes, after that time another group may reserve the room.
  - Groups will adhere to the Library Rules and keep noise levels consistent with the proper atmosphere of the library at all times.
- **Individual Study Rooms – Main Library**
  - There are two Individual Study Rooms located on the lower level near the Children's Room.
  - These rooms are available to one individual for quiet study for two hours per day.
    - An individual may extend sessions or book them in advance at the discretion of the Children's Department.
  - Room reservations will only be held for 15 minutes, after that time another individual may reserve the room.
  - Individuals will adhere to the Library Rules and keep noise levels consistent with the proper atmosphere of the library at all times.
  - The Individual Study Rooms are locked. Individuals must notify a Children's Room staff member to gain access to the room and when exiting the room.
- **Condit Room – Lake Hiawatha Branch**

- The Condit Room is located on the mezzanine level of the Lake Hiawatha Branch.
- It has the capacity of up to 10 attendees.
- An individual or group may book one two-hour session per day sessions in advance
  - Sessions may be extended at the discretion of the Branch Manager or Librarian on duty.
- Room reservations will only be held for 15 minutes, after that time another group may reserve the room.
- Groups will adhere to the Library Rules and keep noise levels consistent with the proper atmosphere of the library at all times.

All Study Rooms must be vacated ten minutes prior to the scheduled Library closing time.

The study rooms are available during the Library's normal operating hours. The Library reserves the right to allocate a study room for a Library-sponsored program or meeting. Failure to abide by Library Rules and Policies may result in termination of study room privileges.

Groups will be denied the use of a study room if that use poses a potential disturbance to the normal operation of the Library, e.g., excessive noise, a safety hazard, or a significant security risk. The Department Managers, the Library Director, or their representatives may also deny the use of the study rooms to groups or individuals that violate the Study Room Policy and/or Library Rules.

The Library is not responsible for loss or damage of equipment, supplies, materials, or any personal property owned by those reserving or using group study rooms at the Library. In addition, the Parsippany Public Library System Board of Trustees, Parsippany Township, its officers, agents, and employees are not to be held liable for any and all claims of injuries, including death, damages, or loss, which may arise in connection with a group study activity held on Library property.

ADOPTED 12/20/21