

SOUTH PLAINFIELD PUBLIC LIBRARY QUIET STUDY ROOM POLICY

The South Plainfield Public Library has three quiet study rooms with a maximum capacity of 5 people per room. These rooms are intended to provide quiet areas for individuals or small groups to study, do research, or write papers.

-Quiet study rooms may be reserved either in person or by phone up to 72 hours (3 days) prior to the day that you wish to use the room. Reserved rooms will be held for a maximum of fifteen (15) minutes past the scheduled appointment time.

-Quiet study rooms are available for two hour periods. At the end of your two hours you may renew for an additional one hour if no one else has reserved a room. At the end of each additional hour you may continue to renew at one hour increments as long as no one else is waiting for the room. Renewals must be done in person at the Reference Desk.

-Users must present staff with either a driver's license or school photo ID in order to be let into the room.

-Children under the age of 12 must be accompanied by an adult who stays in the room with them.

-All quiet study rooms must be vacated 15 minutes prior to library closing time.

-Rooms may not be used for for-profit activities and/or social gatherings.

-While using a quiet study room, patrons are expected to keep noise to a minimum, and to abide by the Library's Acceptable Behavior Policy. Failure to do so will result in being asked to leave the quiet study room and/or the Library.

-Users are expected to leave the room in the condition they found it. This includes cleaning up any trash that may be left behind.

-Failure to abide by any of these rules may result in suspension of quiet study room privileges

The library assumes no responsibility for any loss of or damage to any personal items left unattended in the quiet study room

APPROVED BY THE LIBRARY BOARD OF TRUSTEES 9/8/2015

AMENDED BY THE LIBRARY BOARD OF TRUSTEES 6/14/2016