



Effective Date: 8/20/25

## **Study Room Use Policy**

The Sharon Public Library has six (6) study rooms available on a first-come, first-served basis for private study, small meetings, group work, or other tasks that may not be accomplished easily in other areas of the Library. Rooms are equipped with interactive display panels.

### **General Rules of Use**

Library staff may cancel a study room reservation due to building conditions, weather conditions, or other emergency situations.

Individuals using the study rooms must be at least 13 years old; younger if accompanied by an adult.

Study rooms shall not be used for the solicitation or transaction of business (including paid tutoring), fundraising, religious services or proselytizing, individual political campaigns or partisan recruitment, or gambling.

The intended use of the Sunflower Study Room (#107) is primarily for those with hearing and sight limitations and is equipped with one desktop computer and assistive devices to meet their needs.

Each study room is equipped with an interactive display panel; instructions for use are posted in each study room. The Library does not provide room setup or technical support. Technical issues should be referred to Adult Services Staff.

No food or drinks without lids are permitted in the study rooms.

Personal items must not be left unattended. The Library is not responsible for lost or stolen items.

Users must leave promptly at the end of their reserved time. The reservation may be extended by Library staff, subject to room availability. (see Scheduling and Reservations)

Rooms must be left in the same condition as found. Any individual or group that damages Library property will be liable for costs incurred by such damage and may lose the privilege of using study rooms in the future.

Groups using study rooms may use Library tables, chairs, and interactive display panels as designed.

Nothing may be attached to the walls, and groups are required to put away any equipment or furniture used.

Windows cannot be covered during use.

Lights are motion activated to conserve energy. Motion is required to keep them on.

In multiple outlet fixtures, half will be motion activated and may shut off automatically. Motion is required to keep them on.

Study room activities including noise levels must not interfere with or disturb other patrons.

Patrons must abide by the Library's [Patron Behavior Policy](#) and may be asked to leave the room if they fail to comply.

All Town of Sharon ordinances, including the fire code, and Library policies, including posted room capacities (see chart), must be strictly observed.

| <b><u>Room Name</u></b>                                | <b><u>Capacity</u></b> | <b><u>Reservation Time</u></b> |
|--|------------------------|--------------------------------|
| <b>Rose Study Room #105<br/>Orchid Study Room #106</b> | <b>4 patrons each</b>  | <b>30 minutes - 2 hours</b>    |
| <b>Sunflower ADA Study Room #107</b>                   | <b>1-2 patrons</b>     | <b>30 minutes – 2 hours</b>    |
| <b>Elm Study Room #211<br/>Oak Study Room #213</b>     | <b>6 patrons each</b>  | <b>30 minutes - 2 hours</b>    |
| <b>Maple Study Room #212</b>                           | <b>3 patrons each</b>  | <b>30 minutes – 2 hours</b>    |

### **Scheduling and Reservations**

Study rooms are available for use from Library opening until 15 minutes prior to closing. Users must vacate the room prior to the end of their reservation time to allow the next user immediate access to the room.

Reservations may be made up to 14 days in advance through the Library's [Room Reservation Portal](#). Phone reservations will not be accepted.

Individuals/groups may reserve a room for up to 2 hours per day, per person/group.

Users must check in at the Adult Services Desk (Rose, Orchid, Sunflower) or the Upper-Level Staff Desk (Elm, Maple, Oak). Users are required to sign in and sign out of rooms.

Reservations will not be held more than ten (10) minutes beyond the scheduled start time of the reservation, after which time the room will be made available to others.

Reservations may be extended by Library Staff, subject to room availability. Users must request the extension prior to the end of their original reservation time.

Walk-in users may be accommodated, subject to room availability. When Library Staff make the reservation on the user's behalf, the user is subject to the Study Room Use Policy as if they had made the reservation in the Room Booking Portal.

The Library reserves the right to limit the number of reservations to assure equitable access for all patrons, including canceling bookings that exceed the permitted daily limit per individual/group.

Library staff reserve the right to resolve schedule conflicts by adjusting reservations or schedules.

Reservations may be cancelled through the [Room Reservation Portal](#) or by contacting the Library.

### **Liability and Responsibility**

The Library assumes no responsibility for lost, stolen, or damaged items brought into a Library study room.

Any individual or organization using a Library study room agrees to indemnify and hold harmless the Board of Trustees, Library Director, Staff, and the Town of Sharon or its officials for any and all liability which may arise from the use of the premises.

Individuals or groups who repeatedly make study room reservations and fail to show without notification of cancellation, or who otherwise fail to comply with this Policy's regulations, may be subject to having their study room privileges revoked.