

## **MONROE TOWNSHIP PUBLIC LIBRARY STUDY ROOM POLICY**

The Study Room Policy is to ensure fair, equitable and safe access to the study rooms for members of the Monroe Township Community.

The Monroe Township Public Library offers 4 study rooms for single use, group work and collaboration. The study rooms accommodate between 1 and 6 people, depending on the specific room. Monroe Township Residents and Monroe Township Public Library cardholders, as well as Jamesburg Residents and Jamesburg Public Library cardholders, may reserve study rooms up to three days in advance when self-booked online, and rooms may be booked for one session per day and up to three hours per day. If currently reserved room is still available at the end of the reservation, room use may be extended for up to one additional hour by inquiring at the Reference Desk. Room extensions cannot be granted before the end of the initial reservation time. Study room use is limited to one room for a maximum of 4 hours per day per patron. Reservations will be held for 15 minutes from scheduled start time after which the reservation will be forfeited.

Residents and cardholders may reserve a study room up to three (3) days in advance by using the online reservation system or up to one (1) day in advance by inquiring at the Reference Desk.

Those using the study rooms agree to the following:

- ID will be required when making or arriving for the reservation.  
Acceptable IDs include:
  - Monroe Township Public Library Card or Jamesburg Public Library Card
  - Driver's License or State ID with Monroe Township or Jamesburg address
  - Current Monroe Township School ID (teachers or students)
  - Current Monroe Township Employee ID
- Occupant initiating study room use must be part of the group using the room and is considered the responsible party if the room is misused, left in poor condition, or if study room key is not returned to the Reference Desk. Unreturned study room keys will result in a

\$5.00 fine added to the Library Card of the person who reserved the study room.

- Room should be vacant at the reservation end time. It is suggested to use the last 5 minutes for gathering belongings, cleaning up and preparing for the next user. Incoming occupants are not to intervene or harass current occupants.
- Occupants are not to block or cover up study room windows or doors.
- Food or drinks should be taken to the café area for consumption. Rooms must be clear of any food, crumbs and/or spills prior to leaving.
- Occupants are responsible for all personal property brought into the study rooms. The Library is not responsible for monitoring belongings, and shall not be responsible for any loss or damage to any personal items left unattended, damaged or removed during the use of a study room.
- All library policies must be observed. Failure to do so may result in a suspension of study room reservation/use. Violation of Library policy, includes but is not limited to:
  - Rooms left in poor condition (damage, garbage, food, crumbs, etc.).
  - Noise violations.
  - Not vacating the room at the end of the reservation.
  - Habitual No Call/No Show for reservations.
  - Conduct violations.

Please refer to the Policy on Acceptable Library Conduct for further details.

The Study Room Policy may be adjusted to best accommodate all users. Adjustments may include, but may not be limited to, reservation start times, no call/no show allowances, reservation forfeiture, etc.

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