

MONROE TOWNSHIP PUBLIC LIBRARY

STUDY ROOM POLICY

The Library has four study rooms available for single use, group work, and collaboration. The purpose of this policy is to ensure fair, equitable and safe access to those rooms.

ELIGIBILITY

Residents of Monroe Township and Monroe Township Library cardholders, as well as residents of Jamesburg and Jamesburg Public Library cardholders may reserve a study room.

PROCEDURE

Monroe Township Library cardholders may reserve a study room up to three days in advance by using the online reservation system or up to one day in advance by inquiring at the Reference Desk.

Monroe Township residents (not having a Library card), Jamesburg residents, and Jamesburg Public Library cardholders may reserve a study room up to one day in advance by inquiring at the Reference Desk.

Identification will be required when making a reservation and/or upon arrival of designated date to use the study room. The following forms of identification are acceptable:

- Library card from Monroe Township Public Library or Jamesburg Public Library
- Driver's License or State ID verifying Monroe Township or Jamesburg address
- Current Monroe Township School District ID (teachers or students)
- Current Monroe Township Employee ID

Eligible person making the reservation must be part of the group using the study room at the designated time and assumes responsibility for use and care of said study room.

TERMS

The study rooms vary in size and accordingly can accommodate from one to six persons at one time.

A room may be booked for one session per day for up to three hours per session.

Reservations will be held for 15 minutes from scheduled start time after which the reservation may be forfeited.

If, after the booking has commenced successfully, a study room subsequently appears to be unoccupied, the study room may be rebooked for other users at the discretion of the Librarian. If patrons who have booked a study room intend to take a short break away from

the study room but intend to return to the study room, they should inform one of the Librarians working at the Reference Desk.

The study room should be vacant at the reservation end time. It is suggested to use the last five minutes for gathering belongings, cleaning up and preparing for the next user. Incoming occupants are not to intervene or harass current occupants.

Study room windows and doors are not to be blocked or covered.

Food and beverages should be taken to the café area for consumption. Rooms must be clear of any food, crumbs and and/or spills prior to leaving.

Occupants are responsible for their personal property brought into the study rooms. The Library does not assume responsibility for monitoring personal belongings nor for any loss or damage to personal items left unattended, damaged or removed during the use of a study room.

Personal possessions should not be left unattended in the study rooms even for a short time. Items found unattended in a study room (or anywhere in the library) may be placed in the Lost & Found area at the Circulation Desk for collection by the patron. Study rooms with unattended items, but with no occupants, may be treated as unoccupied and may be rebooked at the discretion of the Librarian.

All Library policies must be observed. Failure to do so may result in a suspension of study room use. Violation of Library policy specific to study room usage includes, but is not limited to:

- Rooms left in poor condition (damage, garbage, food, etc.)
- Noise violations
- Conduct violations
- Not vacating the room at the end of the designated time
- Habitual No Call/No Show for reservations

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

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