

## STUDY ROOM POLICY

The Library makes available three small study rooms on the second floor for quiet study and for small meetings of no more than six people, including tutoring sessions. The rooms are available for all the hours that the library is open and may be reserved ahead of time by calling the Reference Desk. Please observe the following policies:

1. Generally Study Rooms may be reserved up to *one calendar month* in advance. However, during July and August, Cumberland residents and/or teachers tutoring a student who lives in Cumberland have preference, and only they may book a room up to one calendar month in advance. (Proof of residency will be required.) Anyone else may make reservations up to two weeks in advance during the summer months of July and August.
2. Regardless of the time of year, the library will require *payment of a stipend* in advance of accepting any room booking or reservation *for any person who is charging fees* in the course of their use of the Study Room(s). Such fee shall amount to five dollars (\$5.00) per hour for any resident of the state of Rhode Island and ten dollars (\$10.00) hourly for any out-of-state resident. These fees shall be calculated based on residency of the booking agent, and not the residency of the person receiving the service.
3. Maximum booking limits: 3 hours per day, and a total of no more than 8 hours per week. The Library reserves the right to limit the number of study room reservations even further, however, depending on volume of requests.
4. Single reservations may be made over the phone; however, multiple bookings must be submitted in writing on the library's Study Room Request Form.
5. Patrons wishing to reserve the room are asked to provide the library with their full name and contact information (daytime and nighttime phone numbers, or cell phone number, or e-mail address) in case cancellations are necessary.
6. Rooms will be held up to 10 minutes past the start of the reservation time. A late arrival does not guarantee the user an extension of their booking and/or a later finish time. Persons arriving late for their reservation should inquire into availability of the room beyond the finish time stated in their original reservation, since it may be booked for another person.
7. Out of courtesy to other potential users, cancellations should be called in as soon as possible. Patrons who are "no shows" and have not called to cancel their reservation may lose the privilege to reserve a study room in advance for one calendar month. However, they may use a room if one is available. Tutors should get 2 to 3 booking possibilities in descending order of preference from their students and then book the rooms. Excessive booking changes (3) will result in the loss of advance booking privileges.

8. Patrons using a Study Room must check in at the Reference Desk and get a Room # Card that they must subsequently return to the Reference Desk as they leave.
9. Food is not allowed in the library, including the Study Rooms, because it attracts destructive pests.
10. In order to avoid confusion, tutors should arrange a specific place to meet their clients. The library has a policy that children under 12 years of age may not be left unattended in the library. For this reason, if the student is under 12 years of age, the tutor should arrange to have the parent (or other responsible adult) deliver the student directly to the Study Room. Otherwise, the tutor should make arrangements to meet the student at the front entry of the library.
11. Provision for notification of meeting cancellations should be arranged directly between the meeting attendees or between the tutor and the client. We regret that Library staff cannot provide a message service for users of the meeting rooms.
12. Under no condition and under no circumstance shall permission be either granted, implied or construed for the library to be listed in any print or electronic communications as the address or business location for any paid service that is conducted on library premises. Nor shall the library's telephone number, fax number, or email address be either listed or used as a contact. Discovery of any violation of this policy will result in immediate and irrevocable cancellation of all future privileges. All future room bookings will be immediately cancelled and all fees paid in advance for future bookings shall be forfeit.

Revised and approved Library Board of Trustees, 9/28/04

Revised and approved Library Board of Trustees, 7/28/09