

**ATHOL PUBLIC LIBRARY
STUDY ROOMS USE POLICY**

1. Study rooms are intended for small meetings, study, and quiet use.
2. When not reserved, rooms are available on a first come, first served basis.
3. Patrons may have up to two 2-hour sessions per day.
4. Patrons can book up to two sessions at a time. Sessions may be booked in person, over the telephone, or via the library's online calendar.
5. Longer sessions will be addressed by the director or assistant director on a case by case basis.
6. No group or individual will be granted permanent weekly sessions.
7. The room will be released to another user if the patron is 15 minutes late.
8. The rooms will remain unlocked when people are inside.
9. Users are responsible for their personal property at all times, and should never leave items unattended. The library is not liable for loss or damage to personal property.
10. Patrons using the study rooms are expected to use the furniture as intended (sitting in chairs, no feet on the table). Lying on the floor is not permitted. Study room users must remain clothed. Rearranging the furniture is not allowed without permission from library staff.
11. Users of the study rooms must clean up after themselves and leave the room in good condition for the next users.
12. Users violating this policy will be barred from using the study rooms for a two week period.

Approved by the Library Trustees 19 March 2014

Revisions approved by the Library Trustees 15 November 2023