



MONTVILLE
TOWNSHIP
PUBLIC
LIBRARY

MONTVILLE TOWNSHIP PUBLIC
LIBRARY STUDY ROOM POLICY

The Library Study Room is intended for informal individual or small group use and is not to be used for commercial purposes.

The Montville Township Public Library has first priority for use of the Study Room and has access to the room at all times.

- Study Room must be checked out from the Library's Information Desk.
- Individuals that are using the Study Room without checking the room out will be removed.
- Study Room is available to the public on a "first come, first served" basis. Study Room may be checked out for up to 2 hours per day.
- Study rooms will be locked 15 minutes prior to the library closing.
- If no other group is waiting, the individual or group presently using the Study Room may stay until another group or individual is scheduled.
- An individual must present a library card (in good standing) to checkout a Study Room.
- The Montville Township Public Library is not responsible for accidents, injury, loss or damage to the private property of the individual or organization using the room.

The Study Room is intended for quiet use:

- Laptops, personal computers, cell phones and other electronic devices may be used in the Study Room, provided the volume controls on such devices are adjusted so as not to disturb others in the Library.
- Individuals or groups who are noisy or unruly will be asked to leave.
- The Library's Code of Conduct Policy applies to the Study Room except where amended by this Policy.

The responsible user will be held financially responsible for any damage to the group study room or furniture:

- The room must be left in the condition that it was found.
- Persons who leave study rooms untidy may lose future study room privileges.
- Tables and chairs may not be moved into or removed from study rooms without explicit permission of the Library staff.
- Doors may not be blocked.
- Windows, doors and venetian blinds in study rooms may not be covered at any time.
- No items shall be taped or tacked to the walls, windows or doors. Bulletin boards are provided in the room for that purpose.

Children under the age of 12 are not permitted use of study rooms without an adult in the room with them.

The Library Board reserves the right to amend this policy at any time.

Approved by the Library Board of Trustees, June 12, 2015