

# Barrington Public Library

## Study Room Policy

Barrington Public Library makes available two small study rooms; one on the first floor in the Teen Room (Teen Meeting Room) and one on the second floor (Chapin Conference Room). These rooms are designated for use by individuals or small groups for quiet study and small meetings of no more than 4 to 6 people. The rooms are available during the library's regular hours.

The Chapin Conference Room may be reserved up to two (2) weeks in advance. In the event the library is closed unexpectedly, all study room reservations will be canceled. The library is not responsible for contacting patrons with affected reservations.

The Teen Meeting Room is available on a first come first served basis and priority is given to teens in grades 6-12 for use. Adult patrons who need a guaranteed amount of use time are encouraged to make an advance reservation for the Chapin Conference Room.

There is no fee to use these rooms.

### **For the Chapin Conference Room, please observe the following policies:**

1. Patrons using the room must sign-in and sign-out with a staff member from the Children's Department. Advance reservations are accepted up to two (2) weeks in advance.
2. Patrons can use the room up to three (3) hours per day and may extend their reservation if no other reservations are pending.
3. The Library reserves the right to cancel a study room reservation for late arrivals of more than 15 minutes after the scheduled time.
4. Patrons using the study rooms are expected to remove any personal items and dispose of their trash upon completion of their room use.

### **For the Teen Meeting Room, please observe the following policies:**

1. The Teen Meeting Room is available on a first come first served basis and priority is given to teens in grades 6-12 for use.
2. Patrons using the room must check-in with the Teen Librarian or the Reference Department.
3. Patrons using the study rooms are expected to remove any personal items and dispose of their trash upon completion of their room use.

Approved: March 15, 2018