

STUDY ROOM POLICY

Subject to compliance with the procedures set forth below, small groups and individuals may use the Library's Study Rooms. These rooms are located on the lower level of the Library near the Main Circulation Desk.

Use of this study room indicates that you have read and agreed to the following terms and conditions.

The Library reserves the right to assess fees for the use of these rooms, and the Library also reserves the right to reject applications for use and to rescind use at its sole discretion.

➤ **Purpose**

The Study Rooms of the Library are for quiet study by small groups or individuals. Such use shall at all times be consistent with the fundamental objective of the Library to provide a suitable environment for research, study, reading and learning.

➤ **Qualifying Applicants**

Individuals and small groups whose purposes are limited to civic, cultural, or educational objectives may use the Study Rooms. For-profit use is permitted under limited circumstances consistent with the Library's objective to provide a suitable environment for research, study, reading and learning. An example of an approved for-profit use is paid tutoring. Preference will be given to applicants residing in the Town of Hingham.

The Study Room applicants must be fourteen years of age and older. Children may be in the Study Room when an adult (age 21 or over) also is present in the room.

The following uses are expressly prohibited: buying, selling, advertising, or trading products or services (other than educational services approved by the Library or paid tutoring) for cash or other consideration, and all other activities inconsistent with the aforementioned "Purpose." The Library shall be the exclusive interpreter of what constitutes an acceptable use.

➤ **Bookings**

Requests to use a study room must be made in person and are booked on a first-come, first-served basis based on availability, that is, only if the room is vacant and available for use at the time of the request. No advance reservations or waitlist requests will be taken. The Library reserves the right to limit the number of bookings or extensions to assure fair opportunity for access by those desiring to use the rooms.

➤ **Hours of Availability and Time Limits**

Study Room reservations will be approved for up to two (2) hours at a time, and may be extended on an hour by hour basis only if there has been no demand or inquiries to use the room during the existing

booking time in order to assure fair opportunity for access by others desiring to use the rooms. If the request to extend was denied due to demand, requests to re-book a Study Room for up to two (2) hours will be accepted only after sixty (60) minutes of vacating the room in order to assure fair opportunity for access by others desiring to use the study room.

Study Rooms must be vacated five (5) minutes before the Library closes.

➤ **Use by Paid Tutors and Students**

Children who reside in Hingham may be tutored by paid tutors in Study Rooms according to the provisions set forth in the Study Room Policy.

Requests to use a study room for tutoring must be made in person and are booked on a first-come, first-served basis based on availability, that is, only if the room is vacant and available for use at the time of the request. No advance reservations or waitlist requests will be taken. The Library reserves the right to limit the number of bookings or extensions to assure fair opportunity for access by those desiring to use the rooms.

➤ **Maximum Capacity**

There shall be no more than four (4) individuals in a Study Room at any time.

➤ **Rules and Regulations**

- Any use disrupting normal operations of the Library will not be permitted.
- Noise and sound levels must be kept at a quiet to normal conversation level to avoid disrupting other patrons in adjacent spaces.
- No food may be brought into a Study Room.
- Study Room users must return the room to its original configuration and condition at the close of a session. Failure to do so will result in denial of future requests for use.
- At the conclusion of a session, the Study Room user must let the Main Desk staff know that the Study Room is vacated and available for use.

➤ **Damage and Liabilities**

The Library is not responsible for the loss of or damage to any equipment owned or rented by an individual or group using the Study Room. Any individual or group using the Study Room shall be held responsible for willful or accidental damage to the Study Room.

Any individual or group using the Study Room agrees to release and discharge the Hingham Public Library Board of Trustees, the Town of Hingham, its Officers, agents and employees from any and all claims of loss, damage, liability, costs and/or expenses which may arise during use of the Study Room or other Library facilities.