

**Jonathan Bourne Public Library
19 Sandwich Road
Bourne, MA 02532**

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Director**

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Study Room Policy

Subject to compliance with the procedures set forth below, small groups and individuals may use the library study room located on the first floor. The Conference Room and Children's Interactive Learning Room may also be used when scheduling allows.

1. Study rooms are for quiet study by small groups or individuals. There shall be no more than three (3) individuals in a study room at any time. An additional individual may be added at the discretion of library staff, on a case by case basis.
2. Study room users must be fourteen (14) years of age or older. Younger children may be in the study room when an adult (age 21 or over) is also present in the room.
3. All users must sign up, in person, at the circulation desk for use of any study room. There is no advanced registration for any study room. They are strictly first come first served. The library reserves the right to limit the number of times a person may register to use a study room to assure fair opportunity for access by those desiring to use the rooms.
4. Study room usage will be approved for up to two hours at a time and may be extended on an hour by hour basis if no one is waiting to use the room. All study rooms must be vacated ten (10) minutes prior to library closing time.
5. The Conference Room's main purpose is for public and community meetings and, as such, those groups and organizations requesting the room under the library's meeting room policy will be given first priority.
6. The Children's Interactive Learning Room's main purpose is for Children's Library staff related programming. Its use as a study room is limited and will only be used as a study room as schedules allow.
7. Any use disrupting normal operations of the library will not be permitted.
8. Study room users must return the room to its original configuration and condition at the close of session. Failure to do so will result in denial of future requests for use.
9. All users must let the circulation desk staff know that he/she has vacated the study room.

10. 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 rooms. Any individual or group using the study rooms shall be held responsible for willful or accidental damage to the study room or library equipment.

11. Any individual or group using a study room agrees to release and discharge the Jonathan Bourne Public Library Board of Trustees, the Town of Bourne, its officers, agents and employees from any and all claims of loss, damage, liability, costs and/or expenses which may arise during use of any study room or other library facility.

12. Any individual or group using a study room agrees to abide by the rules and regulations listed in the Jonathan Bourne Public Library Behavior Policy.