

# BETHLEHEM PUBLIC LIBRARY

## STUDY ROOM USE POLICY

*Policy adopted by the Library Board of Trustees, April 7, 2004*

*Policy revised February 17, 2009*

*Policy revised December 14, 2015*

*Policy revised February 12, 2024*

Bethlehem Public Library provides four study rooms as a service to Library users.

Each study room has a posted occupancy limit. Usage may not exceed the posted occupancy.

- Study rooms are available on a first-come, first-served basis; reservations will not be taken for most rooms. The Smart Board meeting room may be reserved during select times under the guidelines of the meeting room policy. Preference for all study rooms may be given to Library card holders.
- Patrons wishing to use a study room must register at the Information Desk.
- Patrons may use a study room for one hour. This time may be extended if no one is waiting. Extended time expires as soon as another request for the room is received.
- Patrons will be assigned the smallest room that will appropriately accommodate them, based on availability.
- Study rooms close 5 minutes before the Library closes.
- Children under the age of 9 must be accompanied by an adult while in a study room.
- The Library reserves the right to allocate a study room for a Library-sponsored program or meeting.

Study room users must abide by the guidelines in this policy, the Library's Patron Conduct Policy, and all other policies of the Library as well as instructions from Library staff.