

## Tolland Public Library

### Study Room Policy

The Tolland Public Library has three study rooms for use by small groups, tutors or individuals who need a quiet spot for study, research or discussion. The following rules provide patrons and staff guidance on the use of these rooms.

- Study room 1 is for use by only two people. Study rooms 2 and 3 are for use by up to four people.
- A valid library card or another form of identification is needed to use a study room and will be kept at the desk while the room is in use. One card per group is required for adults. A card from each member of a group of children or teens may be required at the discretion of the staff but at least one card is required.
- Study rooms may be reserved up to one week in advance either by phone or in person. Use of a room is limited to two hours a day by individuals or groups. If there are no other groups needing the room, use may be extended by half-hour intervals. If a room is reserved at the end of any day patrons must vacate the room ten minutes before closing.
- Reservations will be held for ten minutes. After that time the group will lose their reservation.
- A study room must be occupied for the entire time for which it has been reserved.
- Patrons who use the study rooms are expected to leave them clean and orderly.
- Groups using study rooms must abide by all library policies and rules.

Adopted by the Tolland Public Library Advisory Board, January 23, 2017