

STUDY ROOM USE POLICY

Norwalk Easter Public Library welcomes public use of its study rooms. Study rooms are available for individual or small group use.

GENERAL GUIDELINES:

- Study rooms are available free of charge during regular library open hours. A library card is not required for use.
- A study room may be reserved 30 days in advance. Walk-in use is subject to availability. Reservations may be made with library staff over the phone, email, and/or in person or the individual may reserve online through the library's website.
- An individual or group may book a study room for a maximum of two-hour increments and a maximum of four hours per day. Additional time may be allotted if a room is available and no one else is waiting.
- A reservation is canceled if a study room is not occupied within 15 minutes of the reserved time (person/group does not show up) or if left unoccupied longer than 30 minutes during the reserved time.
- Posted fire code occupancy limits must be observed.
- The library will not provide storage for patrons using any of the library's public areas. No materials of any type may be attached to walls or doors.
- The library is not responsible for the loss or damage of private property or for any accidents or injuries that may occur.
- Privacy is not guaranteed. Study rooms are not soundproof.

- Use of a study room is available on an equitable basis regardless of the activities, affiliations, beliefs, or policies of the individual, group, or organization requesting use. Permission to use a study room does not constitute library endorsement.

REGULATIONS

- All study room users are responsible for damage to equipment, furnishings, floor coverings, and other library property.
- All study room users must abide by all library policies as well as applicable federal, state, and local laws. Failure to comply may result in the suspension of library privileges, which includes exclusion from library property.

Adopted by the Norwalk Easter Public Library Board of Trustees April 8, 2024