

## **4.2 Small Study Room**

The small study room is a space for short meetings, independent study, and testing or tutoring. It may be reserved by library staff and valid Margaret E. Heggan Free Public Library cardholders. The small study room has a maximum capacity of four people. It may be reserved for up to a certain number of hours per day or per week as determined by the library staff. The library staff reserves the right to alter the dates and times when the room is available for use, the length of use, and how many sessions are permitted per person in a certain time frame. The small study rooms must be vacated fifteen minutes before the library closes.

Heggan cardholders may reserve the small study room by visiting the reference desk, by calling the reference desk, or by using the online small study reservation system. Patrons reserving a small study room must acknowledge that they have agreed to our policies. Patrons with reservations must check in at the reference desk upon arrival. Patrons may need to wait for assistance before entering the small study room. People with library cards from other libraries are not permitted to reserve the small study room. Patrons reserving the small study room must be part of the group using the room and must remain in the room. Library cards cannot be lent to others in order to reserve a small study room. Reservations will be honored for thirty minutes beyond the time reserved. Those thirty minutes or fewer count toward the allotted time of the reservation. Patrons arriving in excess of thirty minutes have forfeited their use of the room. A vacated room will be considered abandoned after thirty minutes and may be assigned to another patron. If a patron calls to change their reservation, library staff will attempt to accommodate them.

Those using the small study room must adhere to our Library Rules of Conduct at all times. No food is allowed in the small study room. Drinks in closed containers with sealed lids are allowed. Noise levels must be consistent with the proper atmosphere of the library. The library uses an automatic thermostat system and the temperature in the room cannot be changed by staff for groups using the small study room. Any materials left in the room will be moved to the lost and found at the circulation desk or discarded, depending on the nature of the items. Furniture may not be moved without permission from the librarian. The door to the small study room must remain closed at all times, the window may not be covered, and the lights must remain on. Rooms must be vacated by the reservation end time. Failure to abide by library policies and procedures may result in immediate or future termination of small study room privileges.

The fact that a group or individual is permitted to use the small study room does not in any way constitute an endorsement of the group's policies or beliefs by the Library Board of Trustees or the library staff.

# LIBRARY RULES OF CONDUCT

**The following activities are prohibited on library property:**

1. Patrons are not permitted to engage in any activity prohibited by law.
2. Carrying or possessing a weapon, or item intended to be used as a weapon, is prohibited in the library unless authorized by law.
3. Persons under the influence of alcohol or non-prescribed drugs are not allowed on library property.
4. As per New Jersey law, library staff have the right to inspect all book bags, briefcases, handbags, and packages of persons who enter the library.
5. Eating is not allowed in the library, except as part of a library or library-sponsored program. Drinks are allowed as long as they are in a closed container with a sealed lid, and as long as they are not in computer labs and/or located near library computers.
6. Smoking and the use of tobacco products such as pipes, cigars, and e-cigarettes is not allowed in or on library property, including personal vehicles on library property. The only exception for use of tobacco products is at the designated location along the side of the library facing Holly Dell Court.
7. Soliciting of any kind – including petitioning, canvassing, conducting surveys, and distributing written materials for political, charitable, commercial or religious purposes – is not permitted within the library, within 10 feet of all entrances, or in any way that interferes with the ability of library customers to enter and exit the premises.
8. Animals are not allowed in the library, with the exception of those needed to assist a person with a disability and animals that are part of a program sponsored or administered by the library.
9. Children under the age of ten must be accompanied by an adult while in the library. Children are always the responsibility of a parent or guardian.
10. The library may restrict adult use of children's and teen areas in order to ensure the adequate protection of library facilities and of persons and property therein.
11. Disruptive conduct will not be tolerated in the library. This includes but is not limited to talking loudly, running, loitering, and exhibiting lewd or inappropriate behavior. Audio/video and cell phone usage must be conducted in a manner that is not disruptive to others.
12. Photography and/or other types of recording of individuals or groups without consent is prohibited.
13. Interfering with another person's use of the library or with a library staff member's performance of duties is not permitted.
14. Physically harming patrons or staff members or exhibiting threatening, harassing, or intimidating behaviors will not be tolerated.
15. For the safety of library employees, parking spaces designated as staff parking are not to be used by customers of the library. The loading zone is also a no parking area.