

## Quiet Study Rooms

(Revised March 2017)

The Library offers 3 quiet study rooms upstairs for use during regular library hours. The rooms available for Quiet Study:

1. A room in the Mystery/Science Fiction Room (in the old building) available on a first-come, first-serve basis. Does NOT need to be reserved. Has two separate desks which each seat two.
2. The Reference Room, located behind the Reference Desk, seats maximum 4 people and is available by reservation.
3. The Local History Room, located in the Fiction Stacks, seats maximum 5 people and is available by reservation. Patrons may use historical materials with permission.

Using a Quiet Study Room:

- Reservations are booked for a maximum of 2 hours per day. Reservations will be held for 10 minutes, and then the room will become available for walk-in use. Please call if you will be late or need to cancel. Check-in at the Adult Services Reference Desk upon arrival.
- You may schedule your reservation in person at the Reference Desk, by phone (call 508-393-5025 ext. 5), or by email ([adults@northboroughlibrary.org](mailto:adults@northboroughlibrary.org)). Only 3 reservations may be scheduled at any one time by any individual or group. Reservations can be made up to 1 month in advance.
- Extended time beyond the reserved time is allowed if there is no reservation. Please check with the Reference Desk to determine this availability. Staff reserves the right to remove patrons from a Study Room if they did not make a reservation or if their time has run out.
- The purpose of the study room is to provide space for patrons who require a quiet atmosphere in which to pursue individual study or work, as well as to contain the conversation of small group discussions. Study Rooms not available for selling merchandise or services, or for soliciting for later sales or social events.
- Study room users are responsible for any damage incurred during the use of the rooms, and for maintaining the original appearance of the room when vacated. The study rooms are not sound proof. Noise and conduct is expected to be kept to a level that will not disrupt persons in the library. The Library's *Patron Behavior Policy* applies to the use of the study rooms.