

NORWELL PUBLIC LIBRARY

STUDY ROOM USE POLICY

Policy Statement

Norwell Public Library Study Rooms are available for small meetings, group work, or other tasks that may not be easily accomplished in other areas of the Library.

Description and Availability of Facilities and Equipment

1. The Library has 3 Study Rooms, each of which is furnished with a table and six chairs.
2. Each Study Room is equipped with a wall-mounted monitor to which a laptop or device can connect via HDMI, and a white board. A remote, HDMI cable, and supplies for the white board are available for checkout upon request.
3. Study Rooms are available for use from opening time until 15 minutes before closing time.

Regulations

Eligibility for Study Room Use

4. Individuals must be at least 13 years of age to use Study Rooms.
5. When Study Rooms are not in use by Library staff, individuals and groups of up to 6 people may reserve the rooms for educational, cultural, and intellectual activities consistent with the Library's mission and goals.
6. Study Rooms shall not be used for the solicitation or transaction of business (with the exception of paid tutoring), for fundraising, for religious services or proselytizing, for individual political campaigns or partisan political recruitment, or for gambling.
7. In permitting use of its Study Rooms, the Library does not imply endorsement of the beliefs, policies, or activities of any group or individual.

Scheduling and Reservations

8. To request a Meeting Room reservation, go to norwellpubliclibrary.org, select *How Do I?*, then *Reserve a Meeting/Study Room*.
9. Study Room reservations may be made up to 2 weeks in advance. Individuals/groups may reserve a room up to 2 times a week; Rooms may be reserved for up to 2 hours per day.
10. Reserved rooms will not be held more than 5 minutes past the time reserved.
11. Library staff may cancel a study room reservation due to building conditions, weather conditions, or other special situations.
12. The Library staff reserves the right to resolve schedule problems by adjusting reservations or schedules.

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Reservations

13. In publicizing a meeting to be held in a Library study room, the Library phone number should NOT be listed for further information and the sponsoring group must be clearly identified, along with the group's contact information.
14. Groups must not imply Library endorsement or sponsorship of their program or organization in their publicity.
15. The Library staff will not list non-Library sponsored meetings or events in its calendar.

Use of Study Rooms

16. Study room activities must begin and end at the times specified in the reservation, except as stated above.
17. No food or unlidded drinks are allowed in the Study Rooms.
18. Study Rooms must be left clean, and in the same condition as found. Any individual/group that damages Library property will be liable for costs incurred in connection with such damage and may lose the privilege of using Study Rooms in the future.
19. All Town of Norwell ordinances, including the fire code, and Library policies, including posted room capacities, must be strictly observed.
20. Nothing may be stored for a group before or after a meeting, and all equipment, materials, and supplies must be removed immediately after a meeting.
21. Study Room activities must not interfere with or disturb other users or Library staff.
22. No messages will be taken by Library staff for non-Library organizations or individuals.

Liability and Responsibility

23. The Library assumes no responsibility for lost, stolen, or damaged items brought into a Library study room.
24. Any individual or organization using a Library study room agrees to indemnify and hold harmless the Library and its Board of Trustees and the Town of Norwell and its officials for any and all liability which may arise from the use of the premises.
25. Individuals or groups who repeatedly make Study Room reservations and fail to show without notification of cancellation, or who otherwise fail to comply with this Policy's regulations, may be subject to having their Study Room privileges revoked.
26. The Library Director shall have the final decision on Study Room use and reserves the right to review, accept, or reject any and all reservations.

Approved by NPL Board of Trustees 8/16/2021