

Thomas Crane Public Library

Study Room Use Policy

Policy Statement

The Thomas Crane Public Library makes small study rooms available without charge to non-profit community groups and individuals for small group work or other tasks which may not be easily accomplished in other areas of the library.

Regulations

Eligibility for Study Room Use

1. When study rooms are not in use for Library sponsored programs, non-profit community groups and individuals may use the rooms for educational, cultural and intellectual activities consistent with the Library's mission and goals.
2. Priority for use of the Lions Room will be given to users who need adaptive technology, including people with disabilities and Library adult literacy tutors.
3. Study rooms shall not be used for entrepreneurial or commercial purposes, for the solicitation or development of business, for profit or for fundraising, for religious services or proselytizing, for individual political campaigns or partisan political recruitment, or for gambling or games of chance. 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 Reservation Procedure

Main Library

4. Reservations for Main Library study rooms may be made by phone or in person. All reservations will be approved or disapproved by the Library at its sole discretion.
5. Study room reservations may be made up to four weeks in advance. Individuals/groups may reserve a room up to two times in a week. Rooms may be reserved for up to two hours in a day.
6. Reserved rooms will not be held more than 15 minutes past the time reserved, and may be assigned to the next applicant after that time.
7. Walk-in users may use the rooms if they are available, for a two-hour period beginning when they are signed in.
8. Individuals/groups may continue to occupy a room after their reserved time has elapsed if no one else has reserved the room, with the understanding that they must vacate the room if someone else requests it.
9. The Library may cancel a study room reservation due to building conditions, weather conditions, or other special situations.

North Quincy Branch Library

10. Study rooms are available on a first come, first served basis and may not be reserved in advance.
11. One member of the group must sign in at the checkout desk, and sign out when the group's time is up.

12. Rooms may be used for one hour, with the possibility of additional hours if no one else is waiting.

Availability of Facilities and Equipment

13. Study rooms are available for use from opening until 15 minutes before closing time.
14. Study rooms in the Richardson building are reserved for use by the Library’s Adult Literacy Program. Walk in users may use these rooms only if they have not been reserved in advance for the Literacy Program, and must vacate if a Literacy Program tutor requests a room.
15. The following study rooms are available:

Room	Seating Minimum/Maximum
Main Library CBT Building, 1 st floor	2 / 12
Main Library CBT Building, 2d floor	2 / 8
Main Library Richardson Building (two rooms)	1 / 3
Main Library Lions Room	1 / 3
North Quincy large study room	2 / 8
North Quincy small study room	1 / 4

Publicity

16. 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. Groups must not imply Library endorsement or sponsorship of their program or organization in their publicity.
17. Posters and flyers for non-Library meetings must be submitted in advance and may be posted on the Library’s community bulletin boards. The Library will not list non-Library sponsored meetings and events in its online or print event calendars.

Use of Study Rooms

18. Study room users must check in at a public service desk upon arrival for access to a study room, and will be required to provide positive identification.
19. Study room activities must begin and end at the times specified in the reservation, except as stated above.
20. Tables and chairs are available at each location. No other equipment is provided.
21. No food or unlidded drinks are allowed in the study rooms.

22. 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.
23. All City of Quincy ordinances, including the fire code, and Library policies, including posted room capacities, must be strictly observed.
24. 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.
25. Children must be supervised at all times by a responsible adult or child aged 14 or older.
26. Study room activities must not interfere with or disturb Library staff or users. Music and other noise must be kept to a level acceptable to the Library.
27. The Library telephone will be available for emergency use only. No messages will be taken for non-Library organizations or individuals.

Liability and Responsibility

28. The Library assumes no responsibility for lost, stolen or damaged items brought into a Library study room.
29. Any individual or organization using a Library study room agrees to indemnify and hold harmless the Library and its Board of Trustees and the City of Quincy and its officials for any and all liability which may arise from the use of the premises.
30. The study room use privileges of any organization or individual that fails to comply with this Policy and its regulations will be rescinded.
31. The Library Director shall have the final decision on any study room use application and reserves the right to review, accept or reject any and all reservations for study room use, subject to appeal to the Board of Trustees.
32. Complaints about this Study Room Use Policy or about any programs or events held in Library study rooms should be addressed to the Library Director.

Adopted by Vote of the Library Board of Trustees, March 12, 2001

Amended April 29, 2002; September 23, 2002; November 10, 2008; November 17, 2014