

Study Rooms Policy

As part of its vision to be the community's vibrant hub for engagement, discovery and creativity, the Old Lyme-Phoebe Griffin Noyes Library provides three Study Rooms for public use during regular operating hours. Study Rooms are intended for individuals wanting their own quiet workspace or for small groups (maximum 4 people) needing space for quiet discussion, collaboration, or group activities.

Equitable Use of Meeting Rooms: Study Rooms shall be made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting use. Use of a Study Room does not in any way constitute or imply endorsement of the user's policies, beliefs, or programs by the Old Lyme-Phoebe Griffin Noyes Library.

Prohibited Activities: The Study Rooms may not be used for any activity that is likely to disturb patrons using Library facilities, impede Library staff in the performance of their duties, endanger people or property, or violate other Library policy, including, but not limited to, the Library Behavior Policy.

Eligibility: Individuals aged 12 or older may reserve a Study Room. Individuals aged 11 and younger may use a Study Room while supervised by an adult.

Reserving a Room: Study Rooms may be reserved up to 4 weeks in advance on a first-come, first-served basis using the online reservation tool found on the Library's website (oldlymelibrary.org) or by speaking with a staff member.

Limits of Use: Study Room reservations may not exceed 2 hours per day per person. Additional time may be granted if the room is available; users may request extensions by speaking with a staff member. The Library reserves the right to impose limitations on the length and frequency of use of the Study Rooms by any one individual or organization to allow others to have the opportunity to make use of these spaces.

Cancellations:

- Users should notify the Library of a cancellation of a Study Room reservation as soon as possible. Repeat no-shows may forfeit their right to make reservations in advance.
- The Library may cancel a Study Room reservation due to building conditions, weather conditions, or other emergency situations. In the event of an emergency closing of the Library, all Study Room reservations are automatically cancelled.
- The Library has the right to cancel or deny future booking requests and existing reservations for any individual or group which violates stated policy, regulations, or procedures.

Privacy: Reservation of a Study Room does not convey a right to privacy. Users should be aware that the Study Rooms are not fully sound proofed and are visible to other patrons and staff.

Problems: All problems encountered while using a Study Room must be reported to Library Staff as soon as possible.

Liability: Any individual or group that uses the Rooms pursuant to these rules and regulations agrees to indemnify and to hold harmless the Old Lyme Phoebe Griffin Noyes Library, Inc., its Board of Trustees, and its employees from any and all claims, actions, causes of action of any kind which may arise out of use of the Room by such an individual or group. Any individual or group in violation of these rules may be asked to leave and/or denied future use of the facilities. This policy is subject to continuous review.

Approved by the Board of Trustees, April 12, 2022