

## **WOONSOCKET HARRIS PUBLIC LIBRARY QUIET STUDY ROOM POLICY**

The Woonsocket Harris Public Library has one small study room with a room capacity of 3 adults that is available for meeting and quiet study. It may not be used to conduct business such as that of an office or other business-like activity. The room is available during regular library hours. Library sponsored events will take precedence over all others. The Director or Assistant Director has the discretion to deny study room use for cause.

### **GENERAL REGULATIONS**

1. To reserve the room, please sign up at the Reference Desk in person or call the Reference Department at 401-767-4124. The room capacity is 3 people.
2. The room is booked on a first-come, first-served basis and may be reserved for the current week only.
3. The room may be booked by a patron, group or agency for 2 hour intervals only. Time may be extended for 1 hour more at the discretion of the librarian, if no one has requested the room. Total time use of the small study room is 3 hours for the day by the same patron, group or agency.
4. A patron, group or agency may not reserve a room more than three times in one month.
5. A patron, group or agency may not reserve a room at the same time each month, for more than three consecutive months.
6. No admission fee may be charged, nor any collection taken. Events held in conjunction with the library may charge a refundable registration fee and/or a fee for the cost of supplies.
7. Memberships and dues payment may not be solicited.
8. All patrons, groups and agencies using the room must leave a form of ID at the reference desk.
9. The Director, Assistant Director, or Board of Library Trustees reserves the right to approve any literature distributed.
10. All forms of smoking, including vaping and e-cigarettes, are strictly prohibited. No food or drinks allowed.
11. The library is NOT responsible for loss of, or damage to, any items left unattended in the room.
12. Parents, caregivers or legal guardians may leave children ages 10 and older unattended in the library while they attend a meeting in the room with the understanding that they may be asked to attend to their child, if necessary.
13. Cancellation notice is appreciated. In the event of a late arrival, the room will be held for 15 minutes after the scheduled booking time. After 15 minutes, the room will become available for others to use.
14. If the fire alarm sounds, you must exit quickly.

Approved by the Library Board of Trustees  
February 10, 2009  
Revised July 12, 2017, Revised October 12, 2022  
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