

STUDY ROOM POLICY

Subject to compliance with the procedures set forth below, small groups and individuals may use the Library's Study Rooms. These rooms are located on the lower level of the Library near the Main Circulation Desk.

The Library reserves the right to assess fees for the use of these rooms, and the Library also reserves the right to reject applications for use and to rescind use at its sole discretion.

➤ Purpose

The Study Rooms of the Library are for quiet study by small groups or individuals. Such use shall at all times be consistent with the fundamental objective of the Library to provide a suitable environment for research, study, reading and learning.

➤ Qualifying Applicants

Individuals and small groups whose purposes are limited to civic, cultural, or educational objectives may use the Study Rooms. For-profit use is permitted under limited circumstances consistent with the Library's objective to provide a suitable environment for research, study, reading and learning. An example of an approved for-profit use is paid tutoring.

Preference will be given to applicants residing in the Town of Hingham.

The Study Room applicants must be fourteen years of age and older. Children may be in the Study Room when an adult (age 21 or over) also is present in the room.

The following uses are expressly prohibited: buying, selling, advertising, or trading products or services (other than educational services approved by the Library or paid tutoring) for cash or other consideration, and all other activities inconsistent with the aforementioned "Purpose." The Library shall be the exclusive interpreter of what constitutes an acceptable use.

➤ Hours of Availability and Time Limits

Study Room reservation requests will be received from the start of the business day to thirty (30) minutes before the Library closes. Study Room reservations will be approved for up to two hours in any single business day. Use of a study room may be extended by one hour if no one is scheduled to use the room. Study Rooms must be vacated five (5) minutes before the Library closes.

➤ Use by Paid Tutors and Students

Children who reside in Hingham may be tutored by paid tutors in Study Rooms under the following conditions:

- Use of a Study Room by a paid tutor will not be approved prior to the day it is to be used.
- Beginning at 2:00 p.m. on weekdays and from the start of Library business on weekends, paid tutors may inquire if a Study Room is available and ready for use. During Summer School Vacation, tutors may inquire from the start of Library business on all days. If a Study Room is available and ready for use, it may be assigned to the paid tutor for up to two (2) hours.
- Paid tutors may use a Study Room for a maximum of six (6) hours per week.

➤ Reservations

Reservation requests may be made up to one (1) week in advance. The Library reserves the right to limit the number of reservations to assure fair opportunity for access by those desiring to use the rooms.

If an applicant is fifteen (15) minutes late for a reservation, the reservation may be forfeited and the Study Room may be given to another party. The Library shall have no obligation to provide other space to the tardy party.

➤ Maximum Capacity

There shall be no more than four (4) individuals in a Study Room at any time.

➤ Rules and Regulations

- Any use disrupting normal operations of the Library will not be permitted.
- No drinks or food may be brought into a Study Room.
- Study Room users must return the room to its original configuration and condition at the close of a session. Failure to do so will result in denial of future requests for use.
- At the conclusion of a session, the Study Room user must let the Check-out Desk staff know that he/she is vacating the Study Room.

➤ Damage and Liabilities

The Library is not responsible for the loss of or damage to any equipment owned or rented by an individual or group using the Study Room. Any individual or group using the Study Room shall be held responsible for willful or accidental damage to the Study Room.

Any individual or group using the Study Room agrees to release and discharge the Hingham Public Library Board of Trustees, the Town of Hingham, its Officers, agents and employees from any and all claims of loss, damage, liability, costs and/or expenses which may arise during use of the Study Room or other Library facilities.

 I have read the complete policy on the use of the Study Rooms and agree that all of its terms will be met in full.

_____Signature _____Date