

Resolution # R-22-6-5

**AMHERST PUBLIC LIBRARY
STUDY ROOM POLICY AND PROCEDURE**

The Amherst Public Library provides two quiet study rooms for the use of no more than two individuals at a time.

Study rooms are available on a first-come, first-serve basis and cannot be booked in advance. Study room reservations can be made daily for one hour at a time. Individuals may continue to use the study room beyond their initial one-hour reservation if no other reservations have been made, but must agree to vacate the room otherwise.

Reservations can be made on a form posted outside of each study room. Individuals or groups of no more than two individuals can sign up for a one-hour reservation. Reservation bookings will begin 30 minutes after the Library's open time and end 30 minutes before the Library's closing time.

Individuals inhabiting a study room without a reservation may be asked to relocate. Groups larger than two will be asked to relocate. Larger study groups may utilize other areas of the Library.

Food and drink are permitted in the study rooms. The individual(s) using a study room are responsible for cleaning any spills and crumbs, and discarding any garbage in provided trash cans.

Individuals or groups may not profit from, or use the Library's study rooms to run a business. Educational tutors may use the study rooms if they are available, but the Library cannot guarantee availability on a daily basis.

Failure to follow these policies and procedures may result in suspension of study room reservation privileges for a period of 30 days, with further restrictions for repeat offenses.