Policy 301
PRIVATE STUDY ROOMS AND GROUP/CONFERENCE STUDY ROOMS

Private and semi-private study rooms are available, as an amenity, for the individual use of Hewlett-Woodmere Public Library cardholders under the following conditions:

- These rooms are available for use from the time the Library opens until 15 minutes before closing
- These rooms may be used by only one person at a time
- These rooms may not be reserved
- These rooms are for silent study [they are not sound proof]
- No food or beverage, with the exception of water, may be consumed in these rooms
- Cell phone use is restricted to the vestibule and elevator lobby
- These rooms, and the entire Library facility, are smoke-free
- If a patron leaves a room for more than 15 minutes, that room will be considered vacated, and library staff will remove the patron’s belongings.
- The Group Study Rooms (#4 and #6) may be used by up to two people at a time
- The Conference Room may be used by up to eight people at a time

As a courtesy, two of these rooms (one on each level) will be available to non-residents on the same basis as they are available to Hewlett-Woodmere Public Library cardholders.

PROCEDURE:

A staff member will unlock a room for use upon a patron’s request. The patron must either present a Hewlett-Woodmere Public Library card or other valid form of identification indicating an address. This piece of identification will be kept at the Information or Reference Desk, to be returned to the user when the use of the room is complete.

The patron will be given a copy of the Board’s Policy and related procedure.

The room will not be locked while it is being used by the patron who is hereby advised that valuables or other items of importance are not the responsibility of the Library or the Library staff.

Books and other materials will be removed from the room when a patron leaves the room for more than 15 minutes or when a patron retrieves the item of identification from the Information or Reference Desk. Library cards not retrieved from the Information Desk will be mailed to the issuing institution. Other identification will be mailed to the address indicated on the item.

Adopted by the Board of Library Trustees, August 12, 1996
Revised 11/17/99 to comply with CR 90.3
Revised by Board of Library Trustees, October 10, 2000
Revised to restrict use by non-residents, and to replace Policy 303 GROUP STUDY ROOM,
Adopted BOT, March 13, 2006, to be effective May 10, 2006
Revised by the Board of Library Trustees, June 11, 2018