

POLICY 304
LESTER ROSEN LISTENING ROOM

The Lester Rosen Listening Room was developed with donations from the Friends of the Library, family members and friends of former Library Trustee, Lester Rosen. The original purpose has been expanded to include a viewing station. Hewlett-Woodmere Union Free School District residents are given preferential use of this equipment. When not in use by residents, Direct Access patrons and State-mandated Access cardholders may use the listening and viewing stations.

ALL patrons are required to sign in at the Information Desk before using the listening or viewing stations. Those who do not sign in will be asked to leave the station should another patron require its use.

- Patrons must use headphones while using the equipment. They may bring their own, or, if they wish to use Library-owned headphones, they must leave identification at the Information desk when requesting the headphones.
- Patrons must check out library-owned materials that are in locked cases before using them with the listening equipment.
- Patrons may play their own materials on the equipment.
- Subject to demand, a time limit of two hours may be imposed. If a patron has not signed in, it will be assumed that the time limit has expired if another patron seeks to use the equipment.

Abuse of library equipment or failure to abide by the above guidelines may result in suspension of access to this and other library equipment.

Adopted by the Board of Trustees, June 8, 1998

[Note: the Board will review this policy after several months of experience with the service]

Revised 1/5/00 to comply with Commissioner's Regulation 90.3

Approved, Board of Library Trustees February 13, 2000

Revised 1/14/2008, BOT

Under review, April 2009