Policy 301
PRIVATE STUDY ROOMS AND GROUP/CONFERENCE STUDY ROOMS

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

- Rooms are available for use from the time the Library opens until 15 minutes before closing
- Rooms may not be reserved
- Rooms are for quiet study [they are not sound proof]
- Cell phone use, teleconferencing are not permitted in study rooms
- Food may not be consumed in these rooms. Beverages must be lidded.
- If a patron leaves a room for more than 15 minutes, that room will be considered vacated. Items left unattended may be removed by staff.
- Study Rooms #1, 2, 3, 5, and 7 may be used by only one person at a time
- 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 six people at a time

As a courtesy, two of these rooms (one on each level - #3 and 7) will be available to non-residents and courtesy cardholders on the same basis as they are available to Hewlett-Woodmere Public Library cardholders.

PROCEDURE:

At the Information or Reference Desk, a patron must present a Hewlett-Woodmere Public Library card or other valid form of identification indicating an address. A staff member will unlock a room for use upon a patron’s request. 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 room will not be locked while it is being used by the patron. Valuables or other items of importance are not the responsibility of the Library or the Library staff.

When a patron is finished using the room, they shall retrieve their identification from the Information or Reference Desk. Library cards and other identification not retrieved will be held at the Information or Reference Desk.

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
Revised by the Board of Library Trustees, May 21, 2024