

SHREWSBURY PUBLIC LIBRARY  
Group Study Room Use Policy

There are four group study room available free of charge for public use at the Shrewsbury Public Library

- Room 108 (ROOM A)- 4 person occupancy
- Room 213 (ROOM B) -4 person occupancy, with white board display
- Room 215 (ROOM C) – 4 person occupancy
- Room 218 (ROOM D)- 8 person occupancy

All rooms are equipped with tables and chairs, electrical outlets and free Wi-Fi access.

Regulations for Study Room Use

- Study Rooms are available during regular library hours,
- Study Rooms must be vacated 15 minutes before closing time, and the room must be emptied by end of booked session.
- Patrons may use a study room for two hours per day, with the possibility of a two hour extension, if there are no other patrons waiting to use the room. The extension will be determined at the conclusion of the original reservation.
- Study rooms may be reserved up to one week in advance by contacting the library's reference desk at 508-841-8533.
  - Rooms will be held 15 minutes beyond the start of the reservation time, and will then be made available to other users.
  - Walk-in patrons may request use of a vacant study room if it is not reserved. Time limits for walk-ins may be less than two hours, depending on the reservation schedule.
- Please check in at the reference or main service desk before entering a study room.
  - A valid ID (license, student ID) or Shrewsbury Public Library card is required, and will be held at the reference desk or main service desk.
  - A Booking Card will be placed in the room window showing the start and end time of the booked session.
- Persons or Groups using the Study Rooms may not charge admission or collect any fees. Library study rooms may not be used to distribute or sell goods or services of any kind, including, but not limited to, paid tutoring services.
- All members of a group using the study room must be in high school or older, and must leave a valid picture ID or library card with the librarian. Students younger than high school age will be allowed to use a Study Room if a note is provided by a teacher.

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- Groups are responsible for the condition of the room. Users must clean up after themselves and leave the room in good condition for the next users.
- Occupancy limits for each room must not be exceeded.
- Users must not affix anything on the walls or windows.
- Doors must be kept unlocked and lights on during use.
- The Study rooms are not soundproof. Please be considerate of other library users and maintain reasonable noise levels.
- Library furniture from other locations may not be moved in to the study rooms.
- Users are not allowed to sleep in Study Rooms
- Non-alcoholic beverages are allowed
- The Library is not responsible for any items left in study Rooms. Please keep your belongings with you at all times.

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