

WINDHAM PUBLIC LIBRARY
STUDY ROOM POLICY

Windham Public Library offers two small meeting/study rooms for groups of up to four people. The purpose of these rooms is for studying, tutoring, test-taking, and meetings or discussions of a quiet nature. The rooms each are set-up with a table and four chairs.

Reservations

- A patron must be at least 16 years of age to reserve a study room. Persons under 16 must be accompanied by an adult.
- The study rooms will be used on a first-come, first-served basis for up to two hours daily.
- If no one is waiting, or a special request is made, a time extension may be granted by a staff member. Advanced reservations will be considered on a case by case basis. Please call the Help Desk for more information.
- There will be a sign-up sheet (name and phone) at the Help Desk on the second floor.

Room Use & Behavior

- Discussions should be at a quiet conversational level and not be disruptive to other library users.
- The room must be left in a clean and neat condition leaving no trash behind.
- Users must leave the study room fifteen minutes prior to closing time.
- Failure to comply with any of the above or the Library's Code of Conduct, may result in denial of future requests to use the room.