

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

- 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.
- A patron can reserve the rooms once a week or up to 4 times per month.
- **Ask Help Desk attendant to check the outlook calendar for room availability, to schedule you on the calendar, and to let you into a room.**

Room Use & Behavior

- Discussions should be at a quiet conversational level and not be disruptive to other library users. You may be asked to leave the room if conversations or behaviors are disruptive.
- 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.