



## **Melrose Public Library**

### **Quiet Study Room Policy**

Two Quiet Study Rooms are available to patrons on the Main Level in Melrose Public Library. These rooms are available by reservation, either in advance or at the Main Desk if available. These spaces are intended for patrons who desire a quiet, separate space as well as patrons who may be needing to converse with others, whether in person or online, and do not wish to disturb patrons in the general spaces. One room has an occupancy limit of four (4) individuals; the other has an occupancy limit of six (6) individuals.

Use of quiet study rooms must at all times be subordinate to the need to provide a safe, peaceful and respectful environment in which to conduct regular library business. No use of the quiet study rooms will be allowed that is likely to disturb library patrons in their customary use of library facilities, impede library staff in the performance of their duties, or endanger patrons, staff or the library buildings or collections.

Quiet Study Rooms are available during regular library hours on those days that the library is scheduled to be open. Use should end no later than 15 minutes before closing. The building must be vacated by closing time. Caregivers who bring young children to the library while they are using the Quiet Study Rooms must keep the children with them, in accordance with the Safe Child Policy.

The Quiet Study Rooms are limited, and not intended to provide an extended-use private space for any one individual. Usage restrictions are designed to allow a maximum number of patrons the opportunity to utilize these spaces. Multiple reservations for use of these rooms for one individual within the same day, even if doing so with different members' library cards, is not in keeping with this policy. When being used by a group, multiple members of the group may use their individual cards separately. Library staff may enact specific use procedures to ensure the smooth operation of the Quiet Study Rooms for both staff and patrons, in line with this Policy.

Reservations can be made in person or online, in advance or on the day of use, provided the space is available. Reservations must be placed with the library card of the person who will be using the space. Patrons may not use other individuals' library cards, including those of friends, family or household members, to reserve space for their own use. The patron/library card making the reservation is committing to being the individual using the space for the reserved time. A

caregiver may use their own card to make a reservation in the name of a child in their care (i.e. for tutoring purposes), however the child must be the individual to use the space. Patrons are limited to one reservation per day, up to 10 reservations per month.

The quiet study rooms may be booked for up to two (2) hours at a time. After that time, a person or group may continue for an additional one (1) hour if no one is waiting for the room.

In case of an unscheduled library closing the library will make its best effort to notify patrons with reservations, with the contact information on file. Patrons may reschedule another meeting time, following this policy.

There is no charge to use the quiet study spaces at the Melrose Public Library, nor may staff accept any funds either personally or on behalf of Melrose Public Library to influence Quiet Study Room use approval. The patron whose name is on the reservation is financially responsible for any damage done to the room and its furnishings during the time period reserved.

Once a group or individual signs up for the room, it may remain unoccupied for no more than fifteen (15) minutes. The Library is not responsible for lost, damaged, or stolen property. The Library reserves the right to remove items left unattended in the room for fifteen (15) minutes or more.

The right to use meeting room space is dependent upon adherence to any Quiet Study Room Policy or Procedures, which will be available to all users of the space. The room must be left in a clean and orderly fashion.

Library staff shall have the right to cancel reservations that do not fall into compliance with the Quiet Study Room Policy. Upon cancellation an email notification will be sent to the patron. It is the responsibility of the patron to monitor their email for updates. It is not possible for library staff to monitor Quiet Study Room use at every moment; it is the patron's responsibility to be aware of and compliant with the Quiet Study Room Policy.

A patron's room reservation may be released (canceled) if the patron does not arrive within 15 minutes of the reservation start time, to allow for other patrons to make use of the space. Patrons who repeatedly do not arrive for their reservations or violate any related policy or procedure may lose their room use privileges for a minimum of three months.

December 9, 2025

Approved by Library Board of Trustees