

Rahway Public Library – Study Room Policy

The Board of Trustees adopted the following criteria to prioritize the use of our study room by patrons, organizations and members of the general public. The study room is provided for quiet study, literacy/ESL tutoring or for group study that necessitates conversation. The room is not available for social, political, partisan, or religious purposes, for the benefit of commercial concerns, as an open study hall or where, in the judgment of the Library, disorder may occur.

1. Reservation priority will be given as ordered below:

1. Rahway Library cardholders; at least one person utilizing the room must be a Rahway Library cardholder.
2. Reciprocal Library cardholders.
3. If a room is not reserved, it will be made available on a first-come, first served basis in one-hour increments to any patron regardless of whether they are a Library cardholder or not.

2. Regulations:

1. A valid identification may be required by at least one person occupying the room and that person will be held responsible for any damage occurring during the session. The identification will be held by the Library and returned upon completion of room use and after the room has been inspected by the Library staff.
2. A Maximum of four (4) persons will be allowed in the Study Room
3. A Study Room may be used for a maximum of two (2) hours per day. One (1) single hour with one (1) single hour renewal if no one is waiting.
4. The rooms may be reserved up to a month in advance, either in person at the Reference Desk, through our website online reservation system, or over the phone
5. A reservation will be canceled if the person(s) does not appear within 15 minutes of the scheduled time when others are waiting.
6. The Study Room closes 15 minutes before the library closes.
7. A study room may be used during the Library's business hours and in accordance with the Library's Rules of Conduct. Anyone violating these policies will be asked to vacate the room and may be subject to discipline under the Library's Patron Disciplinary Policy.
 - 7.1. This includes, but is not limited to the following:
 - 7.1.1. Illegal activities are strictly forbidden.
 - 7.1.2. Noise levels must be kept low to avoid disturbing other patrons.
 - 7.1.3. Users are fully responsible for maintaining the cleanliness of the room and will be held liable for any damage to persons or property during the use of the room.
8. The Library's policy on Children in the Library is also in effect for the Study Room and must be followed. Children over the age of 9, but younger than the age of 12 may use the study room but must have an appropriate caregiver inside the library. Children aged 12 and older may use the room without supervision inside the library.

The Library reserves the right to terminate any session or to refuse use of the room at any time.