

The Quiet Study Room Policy is in place to insure fair and equitable Quiet Study Room access to members of the Plainsboro Community. By using a Quiet Study Room, you agree to follow this policy. The Plainsboro Public Library has 4 Quiet Study Rooms with a maximum capacity of four (4) persons per room. The Quiet Study Rooms are not intended for social gatherings, but rather are intended to provide a quiet area of study or similar work for individuals or small groups.

- Acceptable use of Study Rooms includes, tutoring, homework assignments, study groups, committee meetings, discussion groups, interviews, mentoring and counseling.
- Study Rooms are reserved with a Plainsboro Library Card. Those without a Plainsboro Library Card may sign up as a guest at the Reference Desk. A Plainsboro Library Card must be presented when a room is reserved. If no card is presented, Study Room access will be granted if identification is presented. A name must be left on record when reserving a Study Room.
- Individuals wishing to reserve a study room must be at least fourteen (14) years of age.
- Study rooms must be reserved before use. Advance or walk-in reservations are acceptable. Patrons may reserve Study Rooms at the Reference Desk on the second floor up to one week in advance for two (2) hour reservation periods. This time may be extended only if there is no demand for Study Rooms.
- The reservation start time is firm. If the patron does not arrive within 15 minutes of the scheduled time, the time will be made available for other users.
- Study Rooms must be vacated ten minutes before the closure of the library.
- No food or beverages are permitted except water bottles. At least one person from a group must stay in a Study Room at all times. If Quiet Study Rooms are vacated for more than 15 minutes, patrons must remove all their belongings from the room. Items left for longer than fifteen (15) minutes may be removed by Library staff. The Library staff will place all removed items at the Circulation Desk on the first floor. The removed items will be released to the patron after ownership is established.
- The Library shall not be responsible for any loss of or damage to any personal items left unattended and/or removed in the Quiet Study Room.
- Failure to abide by this policy may result in suspension of Quiet Study Room Privileges for a period of three (3) months.
- The Library may declare other areas of the library to be temporarily or permanently designated Quiet Study Rooms, and thus fall under this policy.
- This policy will be reviewed periodically.
- If rooms are not in demand on a particular day, individuals may request an additional room reservation. If demand increases, repeat users will be asked to vacate Study Rooms for new users.

- Library Staff will give vacated rooms to Study Room patrons based on the order in which they requested a Study Room; precedence will be given to individuals who have not yet used a Study Room as an individual or part of a group; previous Study Room users will be given a room only if no new users are waiting.
- When a current room user needs to relinquish a room to a new user due to demand, they will be given a five-minute warning to vacate the Study Room.
- The Study Rooms may not be used for commercial or business activities, including any sales, advertising, or promotional activity.
- Furniture may not be brought into or removed from a study room without approval from library staff. Study Rooms must be left in the same state of cleanliness and repair they were in prior to the Study Room being used. Failure to do so will result in suspension of Study Room privileges for three (3) months.
- While using a Study Room, patrons must continue to abide by the Library's Rules of Conduct and not disturb others or engage in destructive behavior. Failure to do so will result in being asked to leave the Quiet Study Room and/or the Library, in addition to loss of Study Room Privileges for three (3) months.
- Room capacities must be observed while using the Study Rooms.
- Study Room patrons who sign up for a new room will be given an open room; if no room is open, they will be given the next room to become available. Study Room users who have used their room past their reservation period must relinquish the room to new users; those who have spent the most time in a Study Room on a given day will be the first to give up their room to new room users.
- When rooms are not in demand, individuals or groups may continue to use a Study Room past their reservation period; this extension will automatically occur until room demand increases.
- Library users who have not yet used a Study Room that day receive precedence over individuals or groups who have already used a Study Room.

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Approved by the Plainsboro Library Board of Trustees 10/06/2015