



## Study Room Policy

### General Principles & Purpose

As part of its mission to inspire lifelong learning and promote personal enrichment, the Concord Free Public Library offers study rooms for use by members of the public. These rooms are available for quiet study or small group work. Study Rooms may not be used for commercial purposes with an exception for tutoring. Study Rooms may be used for tutoring so long as participants follow all library policies and do not disrupt the use of the library by other patrons or groups.

### Main Library (129 Main St.) has three study rooms:

- 1 technology-free room with a capacity for 2 people (*Note: This room has weak internet signal and is not accessible.*)
- 2 rooms with a capacity for 4 people

*Note - When the Lower Level Meeting Room and Trustees Meeting Room are not in use, they operate as study rooms.*

### Fowler (1322 Main St.) has one study alcove:

- Quiet Study Alcove with capacity for 6 people. (*Note: This space does not have a door.*)

### Use of Study Rooms

- Study Rooms are available for same day use on a first come, first served basis.
- Reservations must be made online with a valid Concord Free Public Library or Minuteman Library Network Card.
- Note - When the Lower Level Meeting Room and Trustees Meeting Room are not in use, they operate as study rooms and can be reserved for same day use by visiting the Reference Desk. The Study Alcove at Fowler cannot be reserved.
- Interviews - Concord students, teachers, and residents may book study rooms in advance for educational or career interviews by calling the Reference Desk.
- There is a two hour limit per day.
- No food is permitted in the Study Rooms; covered beverages are allowed.
- Power and wireless internet access are available in all rooms, unless otherwise noted.
- The Quiet Study Alcove (Fowler) is equipped with a monitor/display that can be used to share a laptop screen. HDMI cable and adapters are available for check out at the main floor service desk.
- The Library is not responsible for loss or damage to personal items. Do not leave personal items unattended if you leave a room for any reason.
- Public use of the Library's Study Rooms must be subordinate to the need to provide a safe, peaceful, and respectful environment in which to read and study. No use of the 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 building or collections.

*Approved by the Library Committee on April 26, 2022; Updated 1/16/24.*

*Approved by the Concord Free Public Library Corporation on February 7, 2024.*