

- *Reservation required (see check-out desk for information)*
- *At the conclusion of your assigned use time, or if you leave early, let check-out staff know.*

Use of this study room indicates that you have read and agreed to the following terms and conditions.

STUDY ROOM POLICY

Subject to compliance with the procedures set forth below, small groups and individuals may use the Library's Study Rooms. These rooms are located on the lower level of the Library near the Main Circulation Desk.

The Library reserves the right to assess fees for the use of these rooms, and the Library also reserves the right to reject applications for use and to rescind use at its sole discretion.

➤ **Purpose**

The Study Rooms of the Library are for quiet study by small groups or individuals. Such use shall at all times be consistent with the fundamental objective of the Library to provide a suitable environment for research, study, reading and learning.

➤ **Qualifying Applicants**

Individuals and small groups whose purposes are limited to civic, cultural, or educational objectives may use the Study Rooms. For-profit use is permitted under limited circumstances consistent with the Library's objective to provide a suitable environment for research, study, reading and learning. An example of an approved for-profit use is paid tutoring.

Preference will be given to applicants residing in the Town of Hingham.

The Study Room applicants must be fourteen years of age and older. Children may be in the Study Room when an adult (age 21 or over) also is present in the room.

The following uses are expressly prohibited: buying, selling, advertising, or trading products or services (other than educational services approved by the Library or paid tutoring) for cash or other consideration, and all other activities inconsistent with the aforementioned "Purpose." The Library shall be the exclusive interpreter of what constitutes an acceptable use.

➤ **Hours of Availability and Time Limits**

Study Room reservations will be approved for up to two hours at a time, and may be extended on an hour by hour basis if no one is waiting to use the room. Study Rooms must be vacated five (5) minutes before the Library closes.

➤ **Reservations**

Reservation requests must be made in person and are on a first-come, first-served basis based on availability. No advance reservations will be taken. The Library reserves the right to limit the number of reservations to assure fair opportunity for access by those desiring to use the rooms.

➤ **Use by Paid Tutors and Students**

Children who reside in Hingham may be tutored by paid tutors in Study Rooms under the following conditions:

- During the after school hours and on weekends during the school year September through June, paid tutors must first check the availability of space set aside specifically for tutoring in the Activity Room located in the Children's Department. If this space is available and ready for use, the tutor may sign up for up to two (2) hours at a time, and extend use on an hour by hour basis if no one else is waiting to use the room.
- If the Activity Room is already booked or otherwise unavailable, then paid tutors may inquire about the use of a Study Room near the main Circulation desk and reserve it based upon availability and according to the provisions set forth in the Study Room Policy.
- During the months of July and August, and during the morning hours during the school year, paid tutors may inquire about the use of a Study Room near the main Circulation desk and reserve it based upon availability and according to the provisions set forth in the Study Room Policy.

➤ **Maximum Capacity**

There shall be no more than four (4) individuals in a Study Room at any time.

➤ **Rules and Regulations**

- Any use disrupting normal operations of the Library will not be permitted.
- No drinks or food may be brought into a Study Room.
- Study Room users must return the room to its original configuration and condition at the close of a session. Failure to do so will result in denial of future requests for use.
- At the conclusion of a session, the Study Room user must let the Check-out Desk staff know that he/she is vacating the Study Room.

➤ **Damage and Liabilities**

The Library is not responsible for the loss of or damage to any equipment owned or rented by an individual or group using the Study Room. Any individual or group using the Study Room shall be held responsible for willful or accidental damage to the Study Room.

Any individual or group using the Study Room agrees to release and discharge the Hingham Public Library Board of Trustees, the Town of Hingham, its Officers, agents and employees from any and all claims of loss, damage, liability, costs and/or expenses which may arise during use of the Study Room or other Library facilities.