

Policy for the Use of Library Study Rooms

The Rye Free Reading Room provides library service to residents and other members of the Rye Community, in part through the use of the library building and grounds. This policy outlines how individuals or community organizations may use library study spaces.

Library facilities are available to the community for uses that will enhance the library's role as an essential community resource. Reservations of the library's facilities shall not impede the delivery of regular public library service. The Director shall be authorized to implement procedures for the use of library facilities consistent with this Board-approved policy.

Permission to use the study rooms does not constitute endorsement of the policies, beliefs or goals of the program sponsor, nor shall any advertisement or publicity indicate endorsement or sponsorship by the Board of Trustees or staff of the Rye Free Reading Room.

The Director or the Director's designee reserves the right to approve or disapprove each reservation, and may impose such restrictions as judged appropriate for any or all reservations.

The Director or the Director's designee may cancel any scheduled reservation when it is deemed to be in the interest of the Rye Free Reading Room to do so. Failure to observe regulations governing the use of the study rooms may result in denial of use in the future.

Study Room Use Regulations and Requirements

- Facilities are scheduled on a first-come, first-served basis, and are available at the sole discretion of the Director or the Director's designee.
- Study rooms are available during regular Library hours for individual use or for use by small study groups. The two study rooms on the second floor landing are available for use by no more than two people. The Local History Room is available for use by no more than 10 people. Two small groups may be scheduled in the Local History during times of high demand.
- Reservations may be made by Rye Free Reading Room cardholders. Anyone without a Rye Free Reading Room library card may not reserve in advance, but may use these rooms on a first-come, first-served basis as long as they are not reserved or in use.
- Reservations may be made up to one week in advance.
- Study rooms may be reserved/used for a maximum of two hours per day, no more than three times per week by the same individual or group. Study rooms are held for 15 minutes after a reservation begins and may be forfeited after that time.
- Children under the age of 13 may not reserve study rooms, and may not be left unattended in any of the study rooms.
- Rye Free Reading Room staff are not responsible for, and will not monitor, personal items left unattended in these rooms for patrons, regardless of value or circumstances. Items left in an unoccupied room will be removed, and may be considered abandoned after a reasonable period.
- Users must leave the room in good condition. Trash must be disposed of properly. Failure to comply with Library policies, rules and regulations may result in the denial of future use.