



Mendon Public Library Study Room Policy

The Library has two Study Rooms which may be used by individuals and small groups of up to 4 people.

- Reservations may be made up to 2 weeks in advance on a first-come, first-served basis either in person or by phone. Walk-ins are welcome when the room is not already in use.
- Study rooms may be used for up to 2 hours per day. Time extensions are possible if there are no other reservations or walk-ins waiting for the room.
- An individual or group may have only one reservation booked at a time.
- Study Room A has a maximum capacity of 3 people and Study Room B has a maximum capacity of 4 people.
- Patrons must check in at the circulation desk upon arrival.
- A room will be held for 15 minutes before the reservation is forfeited. Repeated no-shows will not be able to make reservations in advance.
- Study rooms are intended for quiet individual and group study, projects, or meetings. Talking is allowed although excessive noise and/or disruptive behavior is not.
- The Library's Code of Conduct and Food & Beverage Policies will apply to Study room use. In addition, children younger than 12 years of age must have a person 18 years of age or older in the study room with them at all times.
- Patrons are responsible for leaving the room as they found it. They will be liable if any damage is done to the premises, furniture, or equipment and may also be denied future use of the study room.
- Personal property should not be left unattended in study rooms. If items are left in the study room for more than 10 minutes, they may be removed by library staff. The Library is not responsible for theft or damage to personal property.
- A vacated room is considered abandoned and may be assigned to another individual or group.
- The study rooms may not be used for meetings that encourage or promote violence or physical injury to individuals or groups.
- Study rooms will be monitored, and the library staff has the authority to expel groups using the study room inappropriately. Library staff has the final say on the use of the study rooms.