

NEW BRITAIN PUBLIC LIBRARY STUDY ROOM USE POLICY

New Britain Public Library provides study rooms for the purpose of collaboration, study and small meetings. Six rooms are available for use in the Main Library. Study Rooms 1, 2, 4 and 5 are available for groups of 1-4 individuals. Study Room 3 is available for up to 10 people, and The Booth is a single-capacity space. Study rooms are available for reservation on a first-come, first-served basis for a maximum of 2 hours per day. You may continue to occupy a room after your reserved time has elapsed if no one else has reserved the room, with the understanding that you must vacate the room if someone else reserves it.

Library-sponsored activities are given priority in scheduling use of the study rooms.

Rooms are reserved via the library's website or via an in-house kiosk. Room reservations will be held for 15 minutes past the start of the time reserved. The rooms must be vacated 15 minutes before the Library closes.

All groups or individuals using the study rooms must abide by the Library's Code of Conduct. Covered beverages are permitted; bringing food into the Library and into the study rooms is prohibited.

The Library is not responsible for equipment, supplies, materials or any other items owned by an individual or group used in the study rooms. The study rooms and furniture must be left clean, and in the same condition as found, with all trash and paper removed.

Use of study rooms by private tutors, coaches, and similar services is allowed, but individuals must not advertise the Library as their place of business, nor may they advertise in such a way as to appear affiliated with or sponsored by the Library.

Failure to comply with this policy may lead to a loss of room reservation privileges.