Webster Public Library | 980 Ridge Road | Webster, NY 14580 | P 585.872.7075 | websterlibrary.org

Study Room Policy & Procedure

The Webster Public Library provides study rooms to serve the needs of the Webster community. The Board of Trustees may modify, amend, or supplement this policy, as it deems necessary and appropriate.

Guidelines:

- Individuals and groups using the study room are required to abide by the library's Rules of Conduct Policy. The Rules of Conduct Policy is accessible on the library's website.
- There are two small study rooms (capacity 6 each) and one large study room (capacity 16) available.
- An HDMI transmitter is available to connect your device to a large screen in the room. Check it out at the Information Desk.
- Study rooms may be reserved on a first-come, first-served basis at the Information Desk, online, or via telephone, for a maximum session of two hours per day. Rooms may be booked up to 2 weeks in advance. No-shows, no-calls may result in forfeiture of future bookings.
- Upon arrival, please check in at the library's Information Desk. We will hold your I.D. (i.e. library card, driver's license) in exchange for the room key.
- Extra time for study room sessions will be accommodated if there are no other requests for use of the room at the end of the two hours. Extensions will be granted at the discretion of the staff.
- If a group or individual that has reserved a study room is not present by fifteen minutes past the start of the reserved time, the room may be assigned to another group or individual that is waiting.
- The individual or group using the room is responsible for leaving the room in order and free of damage.
- The room may only be used when the library is open, and groups must vacate the room at least 5 minutes before the library closes or at the end of the scheduled session, whichever comes first.
- The library is not responsible for articles left in any part of the building. All unclaimed items shall be left at the Checkout Desk in Lost & Found.
- Study rooms are not soundproof; please be considerate of others.
- Lights must remain on at all times unless for the use of A/V equipment.
- Study rooms are not available for selling merchandise, services, or soliciting for later sales, with the exception of paid tutors.
- Library staff is responsible for opening study room doors at the end of the business day to allow for ventilation and ease of garbage removal.

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