

STUDY ROOM POLICY

The Library has three (3) study rooms available during regular Library hours for individuals or small groups of up to four (4) people. It is the policy of the Library Board of Trustees to provide all members of the community with equal access to Library resources and facilities. Such resources and facilities are available equitably regardless of the beliefs or affiliations of those who seek to use them. Granting permission to use these rooms does not constitute an approval or endorsement of any individual or group by the Library, the Library Board of Trustees, or the Village of Scarsdale.

The Library, its employees, Trustees, and the Village of Scarsdale assume no responsibility for personal injury or damage to personal property. Library staff is 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. The patron who schedules the use of the study room thereby assumes financial liability for any damage to the room during its use and will be responsible for any damage done to the Library premises, its furnishings or equipment, and for any cleaning required.

For safety reasons, children under the age of 10 may not be left unattended in any of the Library's study rooms in accordance with the Unattended Children Policy.

Use of the study rooms by tutors must comply with the Library's Tutoring Policy.

Failure to comply with Library policies, rules and regulations may result in the denial of future use.

Reservations:

Study rooms may be reserved by Scarsdale Library cardholders up to one (1) week in advance. Anyone without a Scarsdale 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.

Study rooms may be reserved/used for a maximum of two (2) hours per day, no more than three (3) times per week by the same individual or group.

Rooms are held for 15 minutes after reservation begins and may be forfeited after that time.

The Library reserves the right to refuse a reservation in the event that it interferes with other patrons' ability to use the Library equitably.

Approved by the Scarsdale Board of Trustees June 14, 2021