The Morristown & Morris Township Library Group Study Rooms Policy

Policy Summary

The Morristown & Morris Township Library has two Group Study Rooms (GSRs). These rooms are intended for the purpose of collaborative study and research by 2 or more persons. GSRs will be locked when not in use. All users, with or without an advance reservation, must check in with a reference librarian on the first floor, who will arrange to unlock a GSR. An individual may use a GSR, but must vacate the room for a group. Rooms will be available for use from Library opening to up to 15 minutes before closing. Library hours are generally Monday thru Thursday 9-9, Friday 9-6, Saturday 9:30-5 (10-2 in July and August) and Sunday 1-5. Inclement weather and other circumstances may affect the hours the Library is open.

General Policies:

- 1. Groups and individuals must register at the reference desk on the first floor before use.
- 2. If a group study room is not reserved, it is open on a first come, first served basis for individuals or groups. Individuals, however, must vacate the room if a group wishes to use the room.
- 3. Use of the rooms is limited to two hours per day. However if the rooms are not scheduled, users may remain, but must vacate when another group wants the room.
- 4. All established Library rules apply.
- 5. Food and beverages are not permitted. This includes water and snacks.
- 6. Smoking or the use of tobacco products are not permitted anywhere in the building or on the grounds.
- 7. Rooms must be left in the condition in which they were found.

 Destruction or defacement of Library property will not be tolerated and the room user will be required to bear the cost of any damage to the Group Study Room.
- 8. Loud or disturbing noise or behavior will not be permitted.
- 9. All Library materials must be returned to the departments from which they came.
- 10. The Library is not responsible for personal items left in the rooms.
- 11. Glue, paint, glitter, permanent markers etc. are not permitted.
- 12. Children and young adults may use the room only if an adult, 18 years of age or older requests the room and remains in the room at all times.

Reservation Policy:

- 1. Two GSRs, Room A (up to 4 seats), Room B (up to 8 seats) may be reserved.
- 2. Rooms may be reserved in-person or by telephone by a patron:
 - (a) 18 years of age or older, and
 - (b) with either
 - (i) a valid full-service library card in good standing from the Morristown & Morris Township Library or
 - (ii) a M.A.I.N. Library card (Morris Area Information Network) or
 - (iii) a valid NJ Driver's license.
- 3. To reserve a room the following must be provided:
 - (a) the full name of the person reserving the rooms,
 - (b) their MMT or M.A.I.N. library card number or valid NJ driver's license number,
 - (c) the telephone number of the person reserving the room, and
 - (d) the number of people in the group.
- 4. Reservations may be made for groups only. (2 or more persons).
- 5. Reservations may be made for a maximum of 2 hours per day.
- 6. Rooms may be reserved two weeks in advance from the date of the reservation.
- 7. The person who reserves the room will be held financially responsible for any damage to the room and furnishings.
- 8. Reservations will be forfeited if not claimed within 15 minutes of the reservation time.
- 9. The person reserving the room must occupy the room at all times.
- 10. Only one person in a group may reserve a room for the same day. A different person from the same group cannot make a reservation for the same day in order to avoid the two hour limit per day.

The above policy was formulated to foster the equitable use of these rooms for all. Since no policy can anticipate all circumstances, the Library reserves the right to refuse a reservation request, deny access, or remove any user of a Group Study Room.

(revised 9/23/09)