

**Wallingford Public Library**  
**Procedure for Use of Study Rooms**

The Wallingford Public Library provides study rooms for the purpose of quiet study and discussion. Three rooms are available in the adult library. Two rooms are available in the children's library for use by children grade 7 and under. Tutors or caregivers may accompany the children.

Study rooms are available for 1-4 people on a first-come basis for a maximum of 3 hours per day. Additional time may be requested providing no one is waiting. Patrons may sign up for a room at the Information desk in Children's or Adult departments in person or by phone on the day the room is needed. Room reservations will be held for 15 minutes past the start of the time reserved.

Those wishing to use a study room must present some identification and/or a telephone number to a librarian and agree to the following rules and regulations for use:

- The rooms must be vacated 15 minutes before the library closes.
- Covered beverages are permitted in study rooms, but food 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. Personal items may not be stored in the study rooms.
- Wallingford Public Library reserves the right to ask patrons to leave the library; suspension of study room privileges may also result if the library's policies or Code of Conduct are violated.

*June 30, 2017*