

Quiet Study Room Use Policy

While the original purpose of the Quiet Study was to provide a quiet, computer free space for users to work and/or read in an undisturbed area, meeting room space in post Sandy Long Beach is at a premium in both the Library and the community at large. To respond to increasing demand for meeting space, the Library shall make the Quiet Study available on a limited basis and only at the discretion of the Library Director or Assistant Director. In the event the aforementioned staff is absent, the Administrative Assistant, in consultation with the Programmer, can make scheduling decisions.

Meetings in the Quiet Study shall be approved for groups of no more than ten (10). Such groups may be community organizations; students in need of workspace, small businesses located within the school district, organizational Executive Boards and other groups headquartered within the school district boundaries, at the discretion of Library Administrators.

The Quiet Study space shall not be scheduled more than two (2) hours each day, preferably early or late in that day, and must be scheduled at least three (3) days in advance to allow sufficient time to inform Quiet Study users and custodial staff.

Adopted: July 2013