

## **Guidelines for Using Study Rooms at the Central Library in Copley Square**

### Room Capacity:

Mezzanine Conference Room 1: 2-4

Mezzanine Conference Room 2: up to 20

Mezzanine Conference Room 3 (LCD Screen built in for laptop connectivity): up to 14

- Individuals or non-profit community groups may book the study rooms on the Mezzanine level for small group work or other tasks, which may not be easily accomplished in other areas of the library. Bookings are available on a first-come, first-served basis, and individuals will be asked to state the purpose of their use. Examples include small-group tutoring, study groups, book group discussions, special projects, etc.
- Study room reservations may be made no sooner than 14 days before the date requested. Study rooms may be booked for 4-hours maximum; one reservation per day, up to two reservations a week unless authorized by the library.
- Study room reservations are not considered confirmed until approved by the Library's Events Office.
- In rare circumstances, a study room booking may be cancelled or relocated to an alternate room if Library needs require it.
- Study room users will gain entry to the requested room via staff at Research Services on the second floor of the Johnson building.
- Outside food & beverage is not permitted in the space. All catering must be arranged through The Catered Affair, and all associated costs are to be paid by the organization or the individual booking the room. Study room activities must not interfere with or disturb Library staff or users. Music and other noise must be kept to a level acceptable to the Library.
- No admission charge, request for donation or items for sale are approved by the Library. Study rooms shall not be used for commercial purposes, for religious services, for individual political campaigns or partisan political recruitment, for gambling or games of chance, for the solicitation of business, for profit or for fundraising other than fundraising that supports the Library, unless specifically permitted by the Library
- All users of study rooms must comply with the BPL Appropriate Library Use Policy. The library reserves the right to restrict room usage to individuals who cause disturbances to other library users, or cause any damage to the space.