

## West Nyack Free Library Quiet Study Area Policy

The West Nyack Free Library ("Library") has one meeting room available for patron use as a Quiet Study Area, in the event that no library or community programs or meetings are taking place. The Community Room Quiet Study Area is available on a first come, first served basis.

### Regulations

- All tenets of the Library Patron Code of Conduct hold true in the Quiet Study Area.
- Sign in is handled at the Circulation Desk.
- Occupancy is not to exceed 20 persons.
- The area is meant to be free of distractions with minimal noise.
- The Quiet Study Rooms may not be used for any business practice that the Library staff deems unacceptable. Tutoring is not permitted.
- The Library reserves the right to evict or move any person(s) from the Quiet Study Area at any time for any reason.
- The Library reserves the right to reserve the Quiet Study Rooms for Library purposes. A Library reservation supersedes any other use of the Community Room Quiet Study Area.
- The Library assumes no responsibility for any personal item(s) lost in or stolen from the Quiet Study Area of the Community Room.
- The Library reserves the right to deny access to the Community Room Quiet Study Area at any time for any reason.

*Approved by the West Nyack Free Library Board of Trustees July 25, 2016*

### Quiet Study Area Procedure

Depending on our program schedule, the Community Room may be available to individuals who are looking for a quiet study area.

Signs will be posted with availability on Fridays. These signs will be displayed outside of the Community Room, and be available at every public service desk. The Quiet Study Area Policy will be posted next to it.

Patrons who wish to use the room must sign in at Circulation Desk. There will a folder with a sign-up sheet indicating times that the room is available. The patron will sign in and the time he wishes to use the room will be noted. The Circulation Clerk will review the policy with the patron.

Once the patron has signed in, a staff member (librarian or circulation) will let them in.