

Otsego County Library Quiet Room and Study Room Use

Use of these rooms indicates that you have read and agreed to the following terms and conditions:

Quiet Room

The Library has designated an enforced noise-free room to enable individuals to have a reasonably quiet area to study or work during regular library hours. The room is equipped with 6 tables and two lounge chairs. Seats are available on a first-come basis. The room also houses the Library's periodical collection and patrons or staff may occasionally need to enter the space to access these materials. Those needing a disruption-free or collaborative space should check with library staff about availability of study room spaces.

Study Rooms

Four study rooms are provided for collaboration or study by small groups and individuals. All rooms are located on the lower level. Study Rooms A and B will accommodate up to 4 persons, and offer table-top outlets and wireless access. Study Rooms C and D can accommodate up to 6 persons, and are equipped with a white board, wall monitor and networking capabilities for up to 4 devices.

Use of Rooms

Individuals and groups whose purposes are limited to civic, cultural or educational objectives may use the Study Rooms. For-profit use is permitted under limited circumstances consistent with the Library's objective to provide a suitable learning environment for research, study and reading. The following uses are expressly prohibited: buying, selling, advertising, or trading products or services (other than educational services approved by the Library including paid tutoring). Study rooms are not for social gathering, or use as office space. Library staff and library programs have first priority usage for all areas of the Library, including Study Rooms.

When not reserved, rooms may be used on a first-come/first served basis for up to two hours at a time following sign-in at the Circulation Desk. Study Room applicants must be students (middle school and up) or adults (18 and older). Children younger than middle school age may be in the Study Room when an adult is also present in the room. Preference will be given to applicants residing in Otsego County and to groups of 2 or more, as the Library's Quiet Room is available for individual quiet study. When all study rooms are occupied, and if a single person occupies one of the rooms, that person will be asked to relocate to another area of the library.

Time may be extended on an hour by hour basis if no one is waiting at the end of a time block. When staff makes a request to vacate the room, the request must be honored within five (5) minutes. All Study Room users should leave the study room ten (10) minutes before the library closes.

Study Room doors may not be blocked and the room windows may not be covered at any time.

Food or beverages, other than water, are not allowed in the rooms. All trash is to be placed in the designated trash receptacle before leaving. If study rooms are left for more than 20 minutes, patrons must remove all their personal belongings; items left for longer than 20 minutes may be removed by Library staff and placed behind the Circulation Desk. The owner of said items must identify articles in order for the staff to release them. The library assumes no responsibility for the security of unattended personal items.

The Library's Behavior Policy applies to all Study Room use and a Study Room must be left in the same conditional as it was prior to its use. Users will be held financially responsible for any damage to the room or its furnishings. Library Administration has the authority to deny use of the study rooms to any group that creates an atmosphere of conflict or disorder leading to disturbances of any kind or that interferes with the health, safety and welfare of persons in the area.

Reservations

Study Room reservations may be made up to one week in advance by contacting the library in person or by phone. Only one room at a time may be reserved at the same time by the same person or group. A reserved room is not transferable to other library users.

Rooms will be held for 15 minutes past the time reserved and then made available to the next applicant.