

Study Room Rules & Guidelines



General Rules and Regulations:

Below are general rules and guidelines for all James Prendergast Library Association (JPLA) room reservations.

1. Use of JPLA's facility may be prohibited or terminated at any time if the group or individual conduct interferes with staff work or patron use of the Library, is disruptive to library service or patrons, or is abusive or dangerous to people, the building, library materials, exhibits, and furnishings.
2. JPLA's policies apply to all people on library property. JPLA may withdraw permission to reserve rooms from groups or individuals who have failed to comply with the Facility Use Policy, Rules of Conduct Policy, or any other library policy. JPLA policies are available on the website or at the public service desks.
3. Groups and individuals who use meeting or study rooms are library guests, and their use of the space should reflect that understanding. Areas designated as staff-only areas are for JPLA staff and volunteers only.
4. JPLA's name and address may not be used as the address or headquarters of a group, organization, or individual making a reservation.
5. JPLA cannot create or display wayfinding signage for room reservations, hand out flyers, provide printed information about room reservations at public desks, or promote programs or events in Library marketing materials.
6. All groups or individuals using the rooms will leave the facilities clean and orderly and are responsible for any damage to library property that occurred during the room reservation.
7. JPLA will charge a cleaning fee for a reservation if they request to serve shared food and drinks during a room reservation.
8. Room reservations may start at or after 9:15 am Monday-Friday and 10:15 am on Saturdays, and the reservation must end (15) minutes before closing, 6:45 pm Monday-Friday and 3:45 pm Saturdays to give staff sufficient time to open and close the building.
9. Room reservations are only permitted during the Library's open hours.
10. An authorized representative of the group reserving the room must remain on the premises throughout the period for which it is reserved or until the meeting or event ends.
11. JPLA will not assume responsibility for the security of items in the room during a reservation or provide storage of materials or equipment for a reservation using the room.
12. Alcohol and tobacco use are prohibited on library grounds. The New York State Clean Indoor Air Act (CIAA) prohibits smoking and vaping within 100 feet of entrances, exits, or outdoor areas of public libraries.
13. Rooms must be reserved by an adult (18 years or older). Persons bringing children thirteen (13) and under to reservations must assume responsibility for their care and behavior. Young Adults, age fourteen (14) or older, may reserve study rooms at the discretion of Library Management.
14. Reservation cancellations should be made as early as possible to allow others to use the room. Failure to notify JPLA of a cancellation may jeopardize future reservations.
15. At the library management's discretion, JPLA programs and events may be exempt from some of the above regulations.

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JPLA has four (4) study room spaces for library users: The Conference Room, Computer Lab, Study Pod, and Literacy Center. All study room use is subject to the regulations below:

1. Study rooms are available on a first-come, first-served basis.
2. Study rooms are for individual and small-group educational use only and may not be used for public forums or events.
3. JPLA reserves the right to limit time in a study room by two-hour (2-hour) increments based on demand.
4. Study Rooms may be reserved up to two (2) weeks in advance. Library Management may approve ongoing reservations for individuals or groups.
5. Individuals or organizations must use a library card to reserve and use the study rooms.
6. JPLA's Food and Drink Policy applies to all study room use. Library staff must give special permission if a group wants to serve shared refreshments.
7. Study rooms may not be used for commercial and for-profit purposes.
8. JPLA reserves the right to change or cancel any study room reservation due to library programming or building needs or may reassign rooms based on the group size or need.
9. JPLA does not guarantee staff assistance during study room use to modify the room arrangement or assist in setting up personal equipment or technology. Individuals or groups should not move study room furniture. If special room setup needs are required, prior permission is needed from Library Management.