

## Study Rooms

### Purpose

Two study rooms are available at the Robbins Library for study and tutoring.

### Policy

1. Study room users are required to have a Minuteman Library Network card or a library card registered in the MLN system. Study Room users must be at least age 12 (or grades 6 and higher), or accompanied by an adult.
2. At least one study room user is required to sign in at the Reference Desk when using the room. No more than 3 people per room.
3. Study rooms may be reserved for up to 2 hours per day. The rooms are scheduled on the hour and half hour. Walk-in reservations are accepted, but we recommend making reservations in advance. Depending on demand, users may extend their study room time for up to 1 hour by contacting Reference staff (781-316-3233, or via chat) before the end of their scheduled session.
4. When running late, the study room user can notify staff and keep their appointment, but if a study room user is more than 20 minutes late they forfeit the use of the room. A \$10 fee will be charged for repeat no-shows.
5. The study rooms are not soundproof, so we request that study room users be considerate of those in adjacent spaces. For a quiet environment, we recommend the 2<sup>nd</sup> floor, our designated quiet floor.
6. When leaving a study room, the user must close the door and return the key to the Reference Desk 5 minutes before the end of each session, which ensures an on-time start for the next user. A \$10 fee will be charged to a user's account if the key isn't returned to the Reference Desk at the end of their session.

Adopted by the Board of Trustees 12/14/04;

Amended 10/11/06

Amended 6/15/10

Amended 5/8/12

Amended 9/21/21