

Brentwood Public Library Quiet Study Room Procedures

General Use and Reservation

Use of all study rooms, both on the main and lower levels, is made available to members of the public that have a valid photo ID, and are 18 years of age and older. Lower level study rooms are also open to teens, as long as they can provide a valid library card, NYS ID or a Brentwood School District ID.

All study rooms are free of charge and assigned on a first come, first served basis. Brentwood Library cardholders will be given priority in reserving time for these rooms. Brentwood Library Card holders can reserve a room online, by contacting the library, or in person. Non-cardholders must contact the library staff to make a reservation in advance. Reservations for the use of a room may be made in advance to the date requested. Individuals can make up to 1 reservation a day. Room reservations will only be held for 15 minutes before being made available to the next person waiting. Verbal arrangements will not be honored.

There is no self- service allowed. Patrons with a reservation or seeking to use a room must check in at the Public Service Desk with either a valid library card or ID (as described above) to be given access to any rooms.

Study rooms can be reserved for a maximum of 2 hours, however, if after two hours no one is waiting to use the study room and there are no reservations, additional time can be added by request. Limits are set in order to accommodate fair and equitable access to these spaces. Study rooms must be vacated 15 minutes prior to the scheduled closing of the library. The doors must remain unlocked, and the lights must remain on. Sleeping is not permitted in these rooms.

The use of any room can be denied, revoked or rescheduled for any reason at the discretion of the library or if there is a conflict with the library schedule, activities or policy. Individuals are expected to comply with the directives of the library staff, including requests to vacate rooms or relocate to a different room. If the library closes for any reason, all reservations scheduled during that time are automatically cancelled, and users will be required to vacate the rooms.

Rules of Conduct

Drinks and light refreshments may be consumed in the lower level study rooms only, provided that patrons do so responsibly and are mindful of those who will be using the room after them.

Consumption of alcoholic beverages, smoking, vaping, and open flames are prohibited. General library rules, found in the Maintenance of Public Order, apply in the study rooms.

These rooms are not intended for any private business activities. Soliciting any person for the purchase of goods or services, or engaging in activity involving payment for goods or services, including for books, educational aids, paid tutoring and insurance policies of any nature, is strictly prohibited on library grounds.

The library reserves the right to revoke a study room request should there be a conflict with the nature of the meeting. Persons who violate the library's policies either knowingly, or after being asked not to, may be prohibited from future use of the library. Study rooms are subject to all applicable federal, state and local laws and regulations as well as policies promulgated by the Library's Board of Trustees. Rooms are not to be used for sectarian religious instruction or as a place of religious worship or for the purpose of promoting a political agenda. Under no circumstances will politicking of any kind be permitted within the library or upon library premises, at any time. This includes, but is not limited to, the prohibition of literature, posters, signs, personal effects such as clothing or pins/badges, that endorses or denounces any political person or policy being voted on in a government election.

Persons using these rooms are encouraged to keep their personal belongings with them when they leave the room, even for a short period. The library is not responsible for patrons' personal belongings or for any items left inside the rooms. Unattended items will be removed to the Lost and Found. Patrons who use the study rooms are expected to leave the room as they found it, free of trash and restored to its original order. Failure to do so may result in the applicant's future room use privileges being suspended.