

## Study Rooms

### Purpose

The library provides study rooms for quiet study, tutoring and computer use to assist citizens in succeeding in formal education, independent learning and personal pursuits.

### Policy

1. Applicants must have a library card and be Arlington residents, students attending school in Arlington, or residents from contiguous towns (Belmont, Cambridge, Lexington, Medford, Somerville, Winchester). If a tutor is from a non-contiguous town they may use the room as long as their student lives or studies in Arlington.
2. All study room users are required to complete a registration form and sign in at the Reference Desk when using the room. No more than two persons per room. NO EXCEPTIONS.
3. Study rooms may be reserved for only 2 hours per person per day. No exceptions. Patrons may try to walk in and reserve a room for an immediate time period. However, these rooms are popular and we recommend that patrons reserve them in advance. Please call the Reference Department at 781-316-3233
4. In fairness to others, users should plan their work so that the room can be vacated five minutes prior to the end of the reserved time period. When using the computer, allow sufficient time for printing. Please do not take breaks away from the room longer than five minutes.
5. If a user is late, he/she forfeits use of the room after 20 minutes.
6. Patrons should remember to bring a 3.5 inch formatted floppy disc to save documents. The library cannot supply discs for patron use. No exceptions. Printer paper must be obtained at the Reference Desk at a cost of 15¢ per page.
7. From time to time technical problems arise with the computer and/or the printer owing to heavy patron usage. Please be patient when these technical problems arise.
8. Be considerate of others. No eating, drinking, or gum chewing is permitted. Throw all waste paper and debris in the provided receptacle. Playing of radios, CDs or audiocassettes is not permitted in the study rooms at any time.