



## **BEDFORD PUBLIC LIBRARY QUIET STUDY MEETING ROOM GUIDELINES**

The Quiet Study Meeting Room of the Bedford Public Library is available for educational use by Bedford Public Library Cardholders.

1. Reservations are accepted up to two weeks in advance of the use of the room. If the reserved room is not used after fifteen minutes from the time the reservation begins, the room will become available to other Bedford patrons. If the room has not been reserved, it will be available on a first come, first served basis for Bedford Public Library cardholders only.
2. The Quiet Study Room accommodates up to four people. No more than four people may use the room at one time. This number may be reduced at the discretion of the reference librarian.
3. The time limit for the use of the room is two hours or less per reservation per day. Reservations may be extended at the discretion of the reference librarian.
4. A cardholder may book the room up to twice per week.
5. Because the room is not soundproof, phone calls and video conferences are not permitted.
6. Food is not permitted.
7. Those who use the room are responsible for leaving the room in the condition in which it was found. Restoration or repair of any damages is expected. Failure to comply will result in loss of meeting room privileges.

Adopted by the Board of Trustees, June 2006  
Revised, February 2019  
Revised 12/09/2021