BEDFORD PUBLIC LIBRARY
QUIET STUDY AND STUDY POD MEETING ROOM POLICY

The Quiet Study Meeting Room and the Study Pod Rooms of the Bedford Public Library are available for use by patrons during the library's open hours.

1. Reservations are accepted up to two weeks in advance of the use of the rooms by Bedford Public Library cardholders only. If the reserved room is not used after fifteen minutes from the time the reservation begins, the room will become available to other patrons. If the room has not been reserved, it will be available on a first come, first served basis for those with and without Bedford Public Library cards.
2. Capacity:
    - 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.
    - The Study Pod Rooms accommodate up to two people. No more than two people may use the room at one time.
3. The time limit for the use of the rooms is two hours or less per reservation per day. Reservations may be extended at the discretion of the reference librarian.
4. The rooms may be booked up to twice per week for both advance and impromptu reservations. All rooms (Quiet Study and Study Pods) are included in this count. In order to ensure equitable access to rooms, a library card or photo ID will be requested at time of use.
5. Phone Calls and Videoconferencing:
    a. Because the Quiet Study room is not soundproof, phone calls and video conferences are not permitted. Noise must be kept to a minimum and should not be heard outside of the room.
    b. Study pods have sound dampening, but not soundproof, walls. While phone calls and video conferences are permitted in the Study Pods, please keep volume of voices and speakers at a moderate level to avoid disturbing other library users.
6. Food is not permitted in any of the rooms.
7. Failure to comply with these policies and other library policies may lead to immediate termination of room use, exclusion of individuals from library premises pursuant to the Behavior Policy, and/or loss of future study room privileges.
8. Those who use the rooms 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 study room privileges.

Adopted by the Board of Trustees, June 2006
Revised February 2019, Revised 12/09/2021, Revised 08/18/2023, Revised 11/15/2024, Revised 12/12/2025