



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 Bedford Public Library Cardholders 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 Bedford 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.
5. 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. Phone calls and video conferences are permitted in the Study Pods.
6. Food is not permitted in any of the rooms.
7. Persons who misuse the rooms will be asked to leave.
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 meeting 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