

Name: Study Rooms Policy

Approved: April 23, 2018 by Franklin Public Library Board of Trustees; revised August 28, 2023

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### Policy:

Franklin Public Library (FPL) provides large and small study rooms to enhance opportunities for specialized group and individual learning. These rooms are available at no charge during normal FPL operating hours. Rooms may only be reserved for use by two or more individuals and cannot exceed stated room capacity. Small Study rooms and the Small Group Study Room are available on a first come, first served basis. Reservations can be made for the Large Study Rooms up to one month ahead of the requested date.

### Procedures:

- Available Rooms
  - Large Study #1: Tables and 8 chairs; maximum room capacity is ten (10).
  - Large Study #2: Tables and 12 chairs; maximum room capacity is fifteen (15).
  - Small Study #1: Table with 2 chairs; maximum room capacity is two (2).
  - Small Study #2: Table with 2 chairs; maximum room capacity is two (2).
  - Small Group Study: Square table with 4 chairs; maximum room capacity is four (4).
  
- Large Study Room Reservations
  - Rooms may be reserved by contacting the Adult Information Desk.
  - If a room is not reserved on a particular day at a particular time, rooms are available on a first come, first served basis. For same day requests, the individual should approach the librarian at the Adult Information Desk and request to use the room for a particular time period. Phone reservations will not be taken for same day requests.
  - Rooms may be reserved for up to four (4) hours.
  - Reservations will be held for fifteen (15) minutes.
  
- Food and Drink
  - Non-alcoholic beverages in covered containers may be consumed in the Study Rooms.
  - Food is limited to dry food snacks such as nuts, pretzels, cookies or candy.
  - Library staff has final approval over any beverage container or food item.
  - Outside food deliveries (i.e. pizza) are not permitted.
  - Dispose of food and beverage waste in the garbage receptacles.
  - Any accidental spills must be reported to Library Staff.

A failure to abide by the above rules or procedures, or instructions of library staff, may result in an individual being denied the ability to reserve rooms in the future.