

Leach Library **Study Rooms Policy**

The study rooms are a shared resource, and by signing up to use a room, all patrons must adhere to the following policy:

- ***Study Room A** (previously known as the group study room) can be used by Leach Library cardholders in good standing.
- ***Study Room B** (previously known as the quiet study room) can be used by Leach Library cardholders in good standing. All minors must be accompanied by an adult 18 years or older.
- *Per the Londonderry Fire Department, occupancy cannot exceed eight (8) people in Study Room A or thirteen (13) people in Study Room B.
- *The library staff cannot guarantee all surfaces will be cleaned or sanitized between each use.
- *The air purifier must be kept on when a room is in use.
- *Study rooms are available on a first come, first serve basis during library operating hours and cannot be reserved in advance.
- *Study rooms can be used for one (1) hour. Patrons may use a room longer if there is no one waiting. There is a three (3) hour time limit per day for each user.
- *Conversation and devices must be kept at a reasonable volume. The study rooms are not sound-proof, and loud conversations and other noise can disturb other library users.
- *Only water is allowed in the study rooms. Other drinks and food are NOT permitted.
- *The individual signing up for a study room is responsible for any mess or damage that is done to the room during the time they scheduled.
- *All trash must be removed from study rooms after use.
- *The Library Director has the right to revoke study room privileges temporarily or permanently from any patron who does not abide by this policy.

Patrons interested in using a study room can sign up at the reference desk.

Leach Library, Londonderry, NH
Adopted by the Board of Trustees on 4/6/2022