

120 Academy Street, Trenton, NJ 08608
(609) 392-7188 • www.trentonlib.org

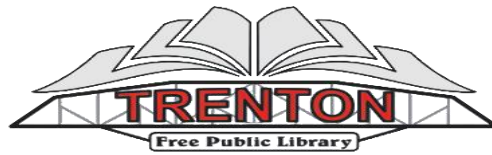
GROUP STUDY CUBICLES POLICY

Purpose

Group study cubicles are intended for collaborative work, study sessions, and short meetings. Small informal groups between 2-6 persons at a time may request a cubicle on first come first serve basis. Study cubicles are not available for solicitation of goods, services, commercial purposes, or memberships without approval by Library Administration.

Policies and Guidelines

- Persons using study cubicles must adhere to General Library Rules and Regulations and Meeting Room Use policies.
- Noise levels should be consistent with proper atmosphere of the library at all times.
- To reserve a cubicle, at least one member of the group must have a Trenton Free Public Library card in good standing.
 - Physical library card or valid photo ID required at time of request.
- At least one member of the group reserving a cubicle must be 14 years of age or older and be part of the group using the cubicle.
- Cubicles are for group use only and at least two members of the group must be present at time of request.
- Reservations are on a first come first serve basis.
- There is a maximum two hour limit per session and cubicles may not be reserved in advance.
- A group may only sign up for one session per day.
- If no other group has reserved the cubicle at the end of the two hour session an additional one hour extension may be given at the discretion of library staff.
- Additional furniture may not be moved into the cubicle. If additional chairs are needed staff will assist upon request with a limit of 6 chairs per cubicle.
- Materials left behind in study cubicles will be removed to lost and found at the Circulation Desk.
- Cubicles should be left in good condition and groups must clean up after themselves at the end of their session.
- The person who reserved the room is responsible for the conduct of the group and liable for any damage to library property and/or equipment.
- An access pass will be provided to the group and should be returned upon end of session.



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- Failure to abide by Library rules and regulations may result in termination of study cubicle privileges.

Hours of Availability

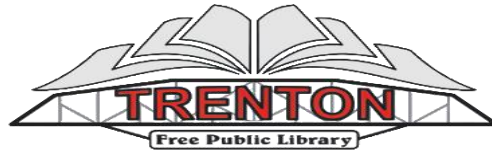
- Study Cubicles are available during the library's normal operating hours:
 - Monday - Thursday: 9 am to 8 pm
 - Friday - Saturday: 9 am to 5 pm
- Cubicles must be vacated 15 minutes prior to Library closing.
- The library reserves the right to allocate a study cubicle(s) for a Library sponsored meeting or program.

Denial of Group Study Cubicle Privileges

- If the use of the cubicle poses a potential disturbance to normal operation of the library, e.g. excessive noise, safety hazard, or significant security risk.
- The Library Director or his/her representative may also deny the use of a group study room to groups that violate group study room policies.

Disclaimers

- The Library is not responsible for loss or damage of equipment, supplies, materials or any personal property owned by those reserving or using study cubicles at the Library.



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Approved by the Library Board of Trustees January 9, 2020