

The Goshen Public Library and Historical Society

Study Room Policy

Study rooms may not be used for private parties, social gatherings, or activities that advertise a product or service. By reserving the study room you are agreeing to the following policies.

Policy Guidelines

- No group, organization or person using the study rooms may discriminate on the basis of race, color, national origin, sex, religion, age or handicapped status in the use of the study rooms.
- All publicity for the meetings/events held in the Library must carry the name of the organization or person sponsoring the meeting/event. The Library will not take reservations or registrations for individuals to a meeting/event on behalf of the sponsoring organization or person. The Library must not be identified as a sponsor.
- Groups may not use the name, address or logo of the Goshen Public Library and Historical Society as the official address or headquarters of the group/organization, nor may the library's address, telephone number, or email be used as contact information.
- Groups of more than 4 people under the age of 18 using the study rooms must be supervised by an adult.

Reservations/Scheduling

- Study room reservations can be made online via our website (goshenpubliclibrary.org), by phone or in person.
- Study rooms may be booked in advance in 1 hour increments up to 2 hours.
- Study rooms may not be reserved more than 3 months in advance and no patron may have more than two future meetings on the calendar at a time.
- Patrons may not reserve more than one study room for the same reservation time.
- Patrons must have a valid Goshen Public Library card and be at least 18 to make a reservation.
- If the room is unreserved, patrons may sign up to use the room on a first come/first serve basis for 1 hour at a time up to 2 hours.
- Reservations will be cancelled if not occupied 15 minutes after the start of the reservation period. Repeated no-shows may result in a study room ban.
- Study rooms will close 15 minutes prior to the library closing.

Tutoring Policy

- Tutors may book study rooms for tutoring purposes; either the tutor or the student being tutored must be a Goshen Public Library cardholder.
- Tutors may not tutor more than 4 students at a time in the study room.
- Tutors and students must bring their own supplies.
- Tutors and students must abide by the patron's Code of Conduct and Unattended Child Policies.
- Children under the age of 18 who are being tutored are the responsibility of the tutor while on Library property until they are released to a parent/guardian.
- Tutoring must be academic in nature.

Use/Care of Study Room

- The door to the study room must remain unlocked and Library staff is permitted to enter at any time.
- The room is to be left in the condition in which it was found. All trash should be disposed of in the appropriate containers provided.
- No food and only beverages in covered containers are permitted in the room.
- The capacity of the room must not be exceeded.
- No materials are to be affixed to the walls or table(s) in the study room.
- Groups or individuals using the study room must abide by the patron's Code of Conduct, Unattended Child Policy and the Internet Use Policy.
- The patron making the reservation is liable for any damage done to the room during the reservation time.
- The Library is not responsible for loss or damage to any personal property.
- The Library reserves the right to revoke permission to use the study rooms at any time.