

The Goshen Public Library and Historical Society

Study Room Policy

*Please note that some policies have been adjusted to adhere to Covid protocols, these changes supersede the original policy and will remain in effect until further notice.

1. The capacity of the study room must not exceed 2 people
2. Study room reservations are limited to 1 hour

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 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 and students must bring their own supplies.
- Tutors may not tutor more than 4 students at a time in the study room.
- 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.