

STUDY ROOM POLICY

AVAILABILITY AND USE

- The Library has six study rooms for individual or small group use (maximum of four people).
- Each room is equipped with a table, four chairs and TV display.
- Walk-ins accepted as space allows.
- Room usage is for a two-hour time period. Time may be extended if there are no other patrons waiting for a study room.
- Sign in at the Reference Desk when requesting a room or arriving for a reservation. Do not go directly to a study room.
- Reservations are recommended for planned meetings, interviews, and virtual appointments.
- To reserve a room, call the Reference Desk at 610-446-3082, ext. 503 or email reference@haverfordlibrary.org.
- Only one reservation is permitted at a time.
- A reservation is forfeited if the user is 15 minutes late.

GENERAL RULES

- Rooms must be left clean and in the condition in which they were found.
- The Library cannot guarantee staff assistance with equipment or technology setup.
- Library equipment must remain in the study room.
- Light snacks and drinks with lids are permitted but must be properly discarded after use.
- Study room use ends 15 mins. before the library closes.