



120 Academy Street, Trenton, NJ 08608  
(609) 392-7188 • [www.trentonlib.org](http://www.trentonlib.org)

## STUDY CUBICLES POLICY

### Purpose

Study cubicles are intended for collaborative work, study sessions, and meetings. 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 library rules and regulations.
- A maximum of 6 people may utilize a study cubicle at one time.
- A physical library card or valid photo ID is required at time of request and will be held at the service desk.
- 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.
- Reservations are on a first come first serve basis.
- Study cubicles may be reserved in advance at the discretion of the Library Staff.
- There is a maximum two-hour limit per session.
- A group/person may only sign up for one session per day.
- If no other group/person 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 Library Staff will assist upon request with a limit of 6 chairs per cubicle.
- The Library is not responsible for any materials or items left behind in the study cubicles.
- Study cubicles should be left in good condition and groups/persons 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/person and should be returned upon end of session.
- Failure to abide by Library rules and regulations may result in termination of study cubicle privileges.



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## Hours of Availability

- Study cubicles are available during the following hours:
  - Monday - Thursday: 9:30 am to 7:30 pm
  - Friday - Saturday: 9:30 am to 4:30 pm
- Study cubicles must be vacated 30 minutes prior to Library closing.

## Denial of Group Study Cubicle Privileges

- If the use of the study 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 their representative may also deny the use of a study cubicle to groups/persons that violate Library 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 the study cubicles.
- The Library reserves the right to allocate a study cubicle(s) for a Library sponsored meeting or program.
- The Library may close a study cubicle(s) at any time for necessary cleaning and/or maintenance.

Approved by the Library Board of Trustees January 9, 2020