

Bucks County Free Library

Management

STUDY ROOM POLICY

Policy Statement

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The Bucks County Free Library (BCFL) provides group and quiet study rooms so small groups and individuals may use the library without distractions to collaborate with others or work individually to engage in library related activities, such as learning, conducting research, or reading.

This policy applies to all rooms in BCFL facilities that have been designated by the library as study rooms. It also applies to small meeting rooms regularly scheduled according to the terms of the library's Meeting Room Policy that are designated at certain times by the library for use as study rooms. For security reasons, large and selected small meeting rooms will never be made available for this purpose. Per the BCFL Meeting Room Policy, otherwise unscheduled small meeting rooms will be made available by library employees for walk-in quiet or group study at the beginning of each day.

The needs of the library take precedence over group or individual use of study rooms. BCFL reserves the right to schedule study rooms for library purposes as needed on a case-by-case basis, rather opening study rooms to the public.

Groups and individuals may not use study rooms to conduct any activity or event that is open or advertised to members of the general public.

Study rooms may not be used for purely social purposes or to conduct business, such as group or one-on-one client meetings. No organization, group, or individual using a study room may charge for admission, registration, or tuition; solicit donations or conduct fundraising; sell or advertise any services or products; distribute any material that promotes future paid instruction, services, or products; or collect any information from participants to be used for commercial purposes or fundraising.

Study rooms may not be scheduled or used for any activity that is illegal, unsafe, or interferes with the functioning of the library.

The maximum capacity for each room as determined by the Bucks County Fire Marshal must be observed at all times.

The library reserves the right to deny applications or withdraw permission for study room use from individuals and groups that fail to comply with library policies and regulations, including misrepresentation or falsification of any item related to request for use.

Regulations

Quiet Study Rooms

Reservations are not required and there is no time limit for use of the library's designated quiet study rooms.

Quiet study rooms are available only on a walk-in basis and remain unlocked throughout open hours of the library. Doors to quiet study rooms must stay open and lights must stay on at all times.

Individuals using quiet study rooms may not conduct any activity that hinders others from using the room for the intended purpose of quiet study:

- Cell phones must be turned off or set to vibrate. Use of electronic equipment, such as laptop computers or handheld devices is allowed, but audio is prohibited.
- Conversations are not allowed except when library staff needs to communicate with individuals using the room.
- Non-alcoholic beverages are permitted in quiet study rooms. Food is not permitted.

With no exceptions, quiet study rooms will not be made available to the public for group use.

Group Study Rooms

Group Study Rooms are available so library users may collaborate with others to engage in library related activities such as learning, conducting research, or reading. They may not be used for purely social purposes or to conduct business, such as group or one-on-one client meetings. A group interested in using a Group Study Room must reserve the room as outlined in these regulations.

Only groups of five or more individuals are permitted to use Group Study Rooms. Smaller groups are permitted to meet in public areas of the library as long as their activities do not disturb others.

Group Study Rooms are available for public use beginning 30 minutes after the library opens and must be vacated 15 minutes before the library closes. When a Group Study Room is not in use, it will be closed and locked.

Doors to Group Study Rooms may be closed, but not locked, during use. Lights must stay on at all times. Study rooms are equipped with tables and chairs. Participants may not borrow equipment or furniture from other parts of the library for use in study rooms.

Food and nonalcoholic beverages are permitted. Food preparation and use of cooking equipment are prohibited. Hazardous materials, such as paints, solvents, and explosives are prohibited.

Personal belongings may not be left unattended in Group Study Rooms. If group members vacate a room for more than 10 minutes but leave belongings in the room, the items will be removed and the room will be made available to other users.

The individual who reserved the room must check in with staff prior to the use of the room and check out with staff at the end of the use of the room. S/he shall provide a count of the number of participants and verify that the room has been returned to its original condition.

Reserving a Group Study Room

Group Study Rooms may be reserved by any Library user age 13 and older who possesses a BCFL library card in good standing, with less than \$5 of fines or fees attached to the card. Groups that include library user(s) 12 years old and younger must be accompanied by a minimum of two adults (defined as age 18 or older) at all times during the use and one of the adults must be the person reserving the room.

Reservation privileges apply to a group as a whole and not to individual participants. The library will deny advance reservation privileges to groups that try to exceed limits using workarounds, such as having different members book for the same group or changing the name of the group for different applications in the same time frame.

Walk-In Reservations: When not in use, Group Study Rooms may be reserved on a walk-in basis for two-hour time slots once per day per group. Additional time up to one hour is allowed if no one is waiting to use the room. Groups that have reserved a Group Study Room in advance may additionally reserve a Group Study Room on a walk-in basis up to the limits permitted for walk-in reservations.

Advance Reservations: Advance reservations for Group Study Rooms may be made in person or using the library's online booking system. The library does not accept reservations over the phone.

A group may reserve a two-hour time slot in a study room once per month beginning 30 days in advance up to the day before the desired meeting date. Additional time up to one hour will be allowed the day of the reservation if no one is waiting to use the room.

Advance reservations will be held for 15 minutes before the room is released to another group that wants to use the Group Study Room on a walk-in basis.

Meeting Room Fee Schedule

The Library waives meeting room fees only as follows:

- Fees are waived for Friends of the Library groups, Bucks County departments, and open forums hosted by state and federal government departments or officials, such as town hall meetings and public hearings.
- Fees are waived for nationally recognized chapters of veterans' organizations in recognition and appreciation of their sacrifices while serving in the military and defending our country. This is our small way of saying "Thank you for serving."

Library employees will open otherwise unscheduled small meeting rooms for walk-in quiet or group study at the beginning of each day. For security reasons, large meeting rooms and selected small meeting rooms will not be made available for this purpose.

With no exceptions, quiet study rooms will not be made available to the public for group use.

Group study rooms are closed and locked when not in use and they are open for public access only when scheduled for group use.

Branch	Seating Capacity	Use	Bookable/ Not Bookable	Hourly Rate
Bensalem Quiet Study	12	Quiet Study	Not Bookable Walk-in	Free
Bensalem Group Study	12	Group Study	Bookable, 30 days in advance	Free
Bensalem Small Meeting	23	Meetings	Bookable	\$20
Bensalem Large Meeting Room	60	Meetings	Bookable	\$35

Doylestown Group Study	18	Group Study	Bookable, 30 days in advance	Free
Doylestown Small Meeting Room	26	Meetings	Bookable	\$20
Doylestown Large Meeting Room (Pearl Buck Room)	60	Meetings	Bookable	\$35

Langhorne Quiet Study	7	Quiet Study	Not Bookable Walk-in	Free
Langhorne Group Study	12	Group Study	Bookable, 30 days in advance	Free
Langhorne Large Meeting Room	40	Meetings	Bookable	\$35

Branch	Seating Capacity	Use	Bookable/ Not Bookable	Hourly Rate
Levittown Quiet Study	12	Quiet Study	Not Bookable Walk-in	Free
Levittown Group Study	13	Group Study	Bookable, 30 days in advance	Free
Levittown Small Meeting Side A	7	Meetings	Bookable	\$15
Levittown Small Meeting Side B	7	Meetings	Bookable	\$15
Levittown Small Meeting Room A+B	14	Meetings	Bookable	\$15
Levittown Large Meeting Room	60	Meetings	Bookable	\$35

Quakertown Quiet Study	8	Quiet Study	Not Bookable Walk-in	Free
Quakertown Group Study	32	Group Study	Bookable, 30 days in advance	Free
Quakertown Large Meeting Room	80	Meetings	Bookable	\$35
Quakertown Large Meeting Room Off Hours Use	80	Meetings	Bookable, by borough	\$100 plus hourly custodial rate

Yardley Quiet Study (Disbrow)	16	Quiet Study	Not Bookable Walk-in	Free
Yardley-Makefield Group Study	12	Group Study	Bookable, 30 days in advance	Free
Yardley-Makefield Large Meeting Room	60	Meetings	Bookable	\$35