



Policy Summary

The Morristown & Morris Township Library has Group Study Rooms (GSRs). Groups of two or more persons who intend to use the room for collaborative study and research have priority (“Priority Groups”). Other individuals may use the GSRs when not in use by a Priority Group. GSRs will be locked when not in use. All users, with or without an advance reservation, must check in with a staff person, who will arrange to unlock a GSR. GSRs will be available for use from Library opening to up to 15 minutes before closing. Inclement weather and other circumstances may affect the hours the Library is open.

General Policies:

1. All users must register at a public staff desk (Reference, Readers’ Advisory, or Children’s) or by using the online form before use.
2. If a GSR is not reserved or in use by a Priority Group, it is open on a first come, first served basis. Individuals not in a Priority Group who are using a GSR must vacate the room upon the start of a reservation or at the request of a Priority Group.
3. Use of the GSRs is limited to two hours per day. However, if the rooms are not reserved, users may continue using the room until a new user requests use.
4. All established Library policies and rules apply.
5. Food is prohibited, though beverages with a lid are permitted.
6. GSRs must be left in the condition in which they were found. Destruction or defacement of Library property will not be tolerated and the room user will be required to bear the cost of any damage to the GSR. If a user notices damage upon entering a room, it should be immediately reported to a staff member.
7. Loud or disturbing noise or behavior will not be permitted.
8. If used, all Library materials must be returned to the departments from which they came.
9. The Library is not responsible for personal items left in a GSRs.
10. GSRs may not be used for making art or other projects using glue, paint, glitter, permanent markers, etc.
11. Children under the 9th Grade Level may use a GSR only when accompanied by a person 18 or older.
12. Quiet mobile phone use or conference calling/teleconferencing/virtual meetings may take place in the GSR so long as it is not a disturbance to other patrons in the Library; headphones are required.

Reservation Policy:

1. GSRs may be reserved in-person, by telephone or using the online form: with either

- a) a valid full-service library card in good standing from the Morristown & Morris Township Library;
 - b) a MAIN Library card (Morris Area Information Network)
 - c) a valid, state-issued, photo ID; or
 - d) a valid, school-issued photo ID
2. To reserve a GSR the following must be provided:
 - a) the full name of the person reserving the room,
 - b) their MMT or MAIN library card number or valid state-issued (or school-issued) photo ID number,
 - c) the telephone number of the person reserving the room, and
 - d) the number of people in the group.
 3. Reservations may be made for groups only (two or more persons).
 4. Reservations may be made for a maximum of two hours per day.
 5. GSRs may be reserved two weeks in advance from the date of the reservation.
 6. The person who reserves the room will be held financially responsible for any damage to the room and furnishings. In the case where a minor reserves a GSR and one or more adults are present, those adults will be held responsible for any damage. In all other cases where a minor reserves a GSR, the minor's parent or legal guardian will be held responsible for any damage.
 7. Reservations will be forfeited if not claimed within 15 minutes of the reservation time.
 8. The person reserving the GSR must occupy the room at all times.
 9. Only one person in a group may reserve a GSR for the same day. A different person from the same group cannot make a reservation for the same day in order to avoid the two-hour limit per day.

The above policy was formulated to foster the equitable use of these GSRs for all. Since no policy can anticipate all circumstances, the Library reserves the right to refuse a reservation request, deny access, or remove any user of a GSR.

Approved 15 February 2022