



Crandall Public Library
Study Room Policy and Walk-In Meeting Room Use

Study Room Policy

- Crandall Public Library (CPL) offers 3 small rooms on the second floor designated for quiet study or small group work (The Trek Lounges):
 - Kirk Room capacity for 2 people
 - Spock Room capacity for 4 people
 - Uhura Room capacity for 2 people
- Rooms are available on a first come, first served basis for use during Library hours unless reserved for use by Library staff. Children under the age of 14 must be accompanied by an adult 18 or older.
- Individuals or small groups may reserve a study room for a maximum of two hours per day. Room use may be extended for an additional two hours if no one has reserved after or is waiting. One reservation per day.
- Reservations may be made up to one week in advance, beginning every Monday, at the Park Entrance Reference Desk either by phone at 518-792-6508 x248 or in-person.
- Users must check-in at the Park Entrance Reference Desk. If the requesting individual is more than 15 minutes late, the reservation will be forfeited. Users must vacate the study rooms 15 minutes prior to Library closing time.
- Users must comply with Crandall Public Library's Rules of Behavior and refrain from behavior that is disruptive, creates health/environmental hazards, is in violation of the Library's computer use policy, or defaces or abuses library property. Headphones must be used with all electronics. In addition, tutors must abide by the Rules and Guidelines for Tutors who use Crandall Public Library.
- Patrons may be asked to leave the study room or library if they disturb others or engage in disruptive behavior. Failure to follow policies may result in the denial of future requests to use a study room.
- Crandall Public Library is not responsible for lost or stolen items left in the study rooms.

Walk-In Use of Small Meeting Rooms

- The Crandall and Holden Rooms, located on the second floor, are available for walk-in use when not scheduled in advance by organized groups. Please go to the Park Entrance Reference Desk to check on availability.
- These rooms are available for use by any individual or small group. Children under the age of 14 must be accompanied by an adult 18 or older.
- No advance sign-ups or phone registrations.
- Scheduled meetings have priority and rooms must be vacated 15 minutes prior to a scheduled meeting.
- Users must comply with CPL's Public Meeting Room Policy, Rules of Behavior, and Rules and Guidelines for Tutors.
- For the safety and security of all users, lights must remain on.
- Users are allowed a maximum of two hours per day (total use).
- Users are not guaranteed sole use of meeting rooms:
 - The Holden Room is a shared use space. The door must remain open and the lights on to allow others use of the room. Please be respectful to others using the room.
 - The Crandall Room is not a shared use space. The room may be used with the door closed.

Adopted by CPL Board of Trustees January 8, 2020