

## **Merrimac Public Library**

### **Study Room Policy**

Merrimac Public Library offers two Study Rooms. The rooms are located in-between the public computers and the Children's Room. Study Rooms are available to individuals or small groups (up to four people), subject to availability, during the library's regular hours of operation.

#### **Same-Day Walk-In:**

Please visit the service desk to inquire about availability. The room is available once a day per user for a maximum of 2 hours. If there are no other users waiting for the room at the end of the two-hour session, the time may be extended at the discretion of the librarian.

#### **Advance Reservation:**

Study Rooms may be reserved up to two weeks in advance. Reservations can be made online by visiting our website, over the phone, or in person. Please check in with the service desk before entering the Study Room. The rooms are available to be reserved once a day per user for a maximum of 2 hours. If there are no other users waiting for the room at the end of the two-hour session, the time may be extended at the discretion of the librarian.

#### **Terms of Use:**

To utilize the Study Rooms, users are required to:

- Check in with the service desk before entering the Study Room.
- While covered drinks are permitted, food is not allowed in the Study Rooms.
- Rooms must be vacated and tables cleaned at least fifteen minutes before the library closes.

**Please note:** Merrimac Public Library is not responsible for any lost, or stolen items while leaving the Study Room(s) unattended.

*Approved by the Library Board of Trustees January 20, 2026*