

### **Guidelines for Individual Use of Mezzanine Study Rooms**

- Individuals may book the study rooms on the Mezzanine level for small group work or other tasks, which may not be easily accomplished in other areas of the library. Bookings are available on a first-come, first-served basis, and individuals will be asked to state the purpose of their use. Examples include study groups, book group discussions, special projects, etc.
- 501(c)3 non-profit organizations seeking a room for public purposes should refer to the Meeting Room Use Policy and Procedures. Organizations seeking private use of library space should look under Conference Rooms for Rent.
- Study room reservations may be made no sooner than 14 days before the date requested and no later than 48 hours before the date requested. Study rooms may be booked for 4-hours maximum; one reservation per day, up to two reservations a week unless authorized by the library.
- Study room reservations are not considered confirmed until approved by the Library's Events Office.
- In rare circumstances, a public booking may be cancelled or relocated to an alternate room if Library needs require it.
- Study room users will gain entry to the requested room via staff at Reader Services on the first floor of the Boylston St. building. Staff may be away from the desk for a few minutes helping patrons. Please be patient; they will let you into the study room as soon as they are available. Please let the Research Services staff know when you are leaving the study room.
- Outside food & beverage is not permitted in the space. All catering must be arranged through the Catered Affair, and all associated costs are to be paid by the group or the person booking the room. Study room activities must not interfere with or disturb Library staff or users. Music and other noise must be kept to a level acceptable to the Library.
- Religious services are not permitted during library's public hours.
- No admission charge, request for donation or items for sale are approved by the Library. Meeting rooms shall not be used for commercial purposes, for the solicitation of business, for profit or for fundraising other than fundraising that supports the Library, unless specifically permitted by the Library
- All users of study rooms must comply with the BPL Appropriate Library Use Policy. The library reserves the right to restrict room usage to individuals who cause disturbances to other library users, or cause any damage to the space.

*Michael R. Colford, Director of Library Services*  
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