

Group Study Room Use Policy

There are four group Study Rooms available free of charge for public use at the Shrewsbury Public Library:

- Room 108 (Room A): 4-person occupancy
- Room 213 (Room B): 5-person occupancy, with collaborative monitor (HDMI connection)
- Room 215 (Room C): 4-person occupancy
- Room 218 (Room D): 8-person occupancy

All Study Rooms are equipped with a table and chairs, electrical outlets, a white board, and free Wi-Fi access.

Regulations for Study Room Use

- Study Rooms are available during regular library hours and must be vacated 15 minutes before closing time.
- Patrons must leave Study Rooms by their scheduled booking end time.
- Patrons may make use of study rooms for two hours per day, with the possibility of up to a two-hour extension if there are no other patrons waiting to use a room. The extension will be determined at the conclusion of the original booking. Study Rooms can be used for no more than four hours per day per patron.
- Individual patrons or groups may only have one active booking in the system at a time. Future bookings may only be placed at the conclusion of the current booking. If multiple bookings are placed, all subsequent bookings beyond the first will be deleted.
- Study Rooms may be booked up to one week in advance.
 - To book a Study Room, patrons with valid CW MARS library cards may:
 - Visit the Study and Group Meeting Rooms page under the “Services” menu of the library's website:
<https://shrewsburypubliclibrary.org/services/study-group-meeting-rooms>
 - Visit the Study Room self-service kiosk on the second floor of the library.
 - Patrons without a valid CW MARS library card may book a Study Room by contacting the library’s Reference Desk at 508-841-8533/
SPLreference@cwmars.org or visiting the Reference Desk in person on the second floor of the library.
 - Rooms will be held for only 15 minutes past the scheduled start time.

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- Walk-in patrons may request use of a vacant study room if it is not booked. The duration of walk-in bookings may be less than two hours, depending on room availability.
- Please check in at the Reference Desk on the second floor before entering a study room. A valid photo ID (e.g., license, student ID) or CW MARS library card is required, and will be kept at the Reference Desk for the duration of the study room booking.
- The patron who created the booking must be in the room during the booking listed under their name. Groups with back-to-back bookings must check in for each booking at the Reference Desk.
- Persons or groups using the Study Rooms may not charge admission or collect any fees. Library study rooms may not be used to distribute or sell goods or services of any kind, including, but not limited to, paid tutoring services.
- All members of a group using the Study Room must be in high school or older. Students younger than high school age will be allowed to use a Study Room if a note is provided by a teacher. Children are allowed in the rooms if accompanied by the adult or guardian who has booked the room.
- Groups are responsible for the condition of the room. Users must clean up after themselves and leave the room in good condition for the next users.
- No food is allowed in the Study Rooms. Non-alcoholic covered beverages are allowed.
- Occupancy limits for each room must not be exceeded.
- Users must not affix anything on the walls or windows.
- Doors must be kept unlocked and lights on during use.
- The Study Rooms are not soundproof. Please be considerate of other library users and maintain reasonable noise levels.
- Library furniture from other locations may not be moved into the Study Rooms.
- Users are not allowed to sleep in Study Rooms.
- The library is not responsible for any items left in study rooms. Patrons must keep belongings with them at all times.