

Waltham Public Library Study Room Policy

*Currently pending approval from the Trustees 1/2022

The Waltham Public Library provides four study rooms to be used by Minuteman library card holders in good standing. Study Room keys are checked out at the Middle Desk. You must have a library card or ID with you.

Study Rooms can accommodate four occupants. Larger groups should visit our [meeting room policy](#) and make arrangements with the Program Coordinator.

Study Rooms are available daily on a first come, first served basis and may be reserved up to 30 days ahead of time. Study rooms can be used for two hours per day. Patrons may stay in the room past two hours until the room is needed by another patron, but may be asked to leave at any time.

Reservations may be made online at <https://waltham.assabetinteractive.com/meeting-and-study-rooms>, by calling the Reference Desk, 781-314-3425 x3, or visiting in person.

Study Rooms must be vacated and the keys must be returned to the reference desk five minutes before the library closes.

Library staff will make every effort to accommodate preferences for specific study rooms, but reserve the right to change room assignments if necessary regardless of your reservations.

Patrons who no longer need their reservations are encouraged to cancel their reservation by clicking on the cancel link in their confirmation e-mail message or by calling the library at 781-314-3425 X3.

Reservations will be held for 10 minutes past the reserved time, after which the room will be available to others, unless the reserving patron calls the reference desk to inform them.

Please note while using the Study Rooms:

- Damage to the room or furniture is a criminal offense (MGL, CH. 266, Sec 85G).
- [General library rules](#) apply in the study rooms, including policies regarding [unattended children](#), [disruptive behavior](#) and leaving personal belongings unattended.
- Patrons meeting each other for study room use must communicate with each other directly; library employees are unable to act as intermediaries, and will not relay messages from one member of the group to another.
- The Waltham Public Library reserves the right to close the building or change its hours without prior notification. Please call ahead to check for closures.
- Failure to abide by these rules may result in the loss of Study Room privileges.