Study Rooms Use Policy

Purpose

The Lincoln Public Library offers two study rooms for use by members of the public. These rooms are for individual and collaborative pursuits.

Rules

1. All patrons that wish to use any study room must check-in at the Reference Desk.
2. Patrons will not leave personal items unattended in the study rooms. The library is not responsible for loss or damage to personal items.
3. The individual or groups using the room is responsible for keeping the space clean after use.
4. Study rooms should be vacated 5 minutes prior to closing.

Rooms & Reservation Limits

<table>
<tr><th>Room</th><th>Capacity</th><th>Location</th><th>Furnishings</th></tr>
<tr><td rowspan="2">Robert Bottino Study Room</td><td>6</td><td>1st floor</td><td>Small table, 6 chairs</td></tr>
<tr><td colspan="3">This room can be reserved. Use is limited to twice per week for two hours. Reservations can be made up to 2 weeks in advance. Food and beverage is allowed.</td></tr>
<tr><td rowspan="2">Lincoln Historical Room</td><td>8</td><td>1st floor</td><td>Table, 8 chairs</td></tr>
<tr><td colspan="3">This room is available on a first come, first serve basis and may be used for quiet study with the understanding that archives patrons and staff access take priority over the use of the space. No food or beverage is allowed in this space.</td></tr>
</table>

Reservations

To reserve the Turret Room:

- **Online**: Use the Meeting Room Scheduler.
- **In person or by phone:** Contact the Reference Desk at (781-259-8465, Press 3).

Cancellations

To cancel a reservation, please use the self-service option through the confirmation email of a previously reserved booking or call the Reference Desk at (781-259-8465, Press 3). If patrons arrive more than 15 minutes after their reservation time, the reservation is void.