

## Caldwell Public Library

# Study Room Policy

### General Policy:

The Study is designated for individuals or groups for studying, meetings, or as a work space. The Study shall not be used for entrepreneurial or commercial purposes, social gatherings, the solicitation of business, or for profit or for fundraising, except for fundraising by the Library or Library associated organizations, such as the Caldwell Public Library Foundation.

### Who Can Reserve

- Any Caldwell Public Library cardholder in good standing may reserve The Study up to 1 week in advance. The person who is registered to use The Study must be present in the Library to use the room. The room cannot be reserved for use by others. When a group uses a study room, the group as a whole is considered the user and may only use the room for two hours. The group may not monopolize the room by signing in multiple times using individual names.
- We welcome same day, walk-in reservations on a first-come, first-served basis. A Caldwell Library card is not required for walk-ins. Please check in at the Circulation Desk.

### How to Reserve

- By phone during library hours: 973-226-2837
- In person at the circulation desk
- By emailing [librarian@caldwellpl.org](mailto:librarian@caldwellpl.org). If emailing, reservations are considered "pending" until you receive confirmation via email. Requests may take up to 3 business days.

### Reservation Limits

- Maximum 2 hours per day
- Book up to 7 days in advance
- One active reservation per person at a time
- Library usage takes priority and may result in needing to cancel a reservation.

## Using the Study Room

### Capacity

- Room accommodates up to 4 people.

### Check-In

- Check in at the circulation desk within 15 minutes of your reservation time
- Reservations not claimed within 15 minutes will be released

### **During Your Visit**

- Keep noise at a reasonable level
- Food is not allowed; covered beverages are permissible
- Users must maintain furniture and equipment and may be responsible for damages
- Report any damage or concerns to library staff

### **When You Leave**

- Please vacate the room 10 minutes before the Library closes
- Take all belongings with you
- Let the staff know you are done

### **Cancellations**

Please cancel reservations you won't use so others can book the room. Cancel online, by phone, or in person.

### **Violations**

Failure to follow this policy may result in loss of study room privileges.

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**Questions?** Ask any library staff member for assistance.

*Approved by the Caldwell Public Library Board of Trustees on June 17, 2026.*