

DOWNINGTOWN LIBRARY COMPANY HESSINGER STUDY AND M. ELANOR KRAPF PROGRAM ROOMS POLICY AND GUIDELINES

POLICY

It is the policy of the Downingtown Library Company to allow the Hessinger Study Room to be used for quiet study, test taking, proctoring, and tutoring. By using the Hessinger Study Room, patrons acknowledge they have reviewed and will abide by all Downingtown Library Policies, including but not limited to the following: the Abuse Prevention Policy, Behavior Policy, Internet Acceptable Use and Electronic Equipment Use Policy.

Library staff is not responsible to provide any seating, tables, or other amenities, other than what may be already available.

The M. Eleanor Krapf Program Room is reserved for Downingtown Library Company functions. This space is not available for public use.

Adopted August 20, 2015

Revised April 18, 2019

Revised July 20, 2022

GUIDELINES

The Hessinger Study Room is dedicated to quiet study, test taking, and tutoring.

The use of the Hessinger Study Room is limited to 2 hours each day by an individual, tutor, or small group. Once the 2-hour limit has been reached, the individual, tutor, or small group is asked to vacate the room so that others may use it. Partner programs and Library programs are exempt from this guideline.

The Library reserves the right to limit the number of times per week that an individual patron may reserve the room.

The Hessinger Study Room may be reserved one week in advance; sign-up begins at 9:00 am. Reservations are made online from the Library's website.

Reservations will be held for 15 minutes beyond the reserved start time. After that, the reservation may be forfeited. The end time will remain the same.

As always, tables, chairs throughout the library are available for individual study, tutoring, and quiet small group work anytime on a first-come, first-served basis.

Please return tables and chairs to their original location prior to departure.

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