



Trumbull Library Study Room Policy

The Trumbull Library main branch Study Rooms are publicly accessible privacy suites for work, collaboration, or study. If you need to take a call, go on Zoom, or discuss things in a group, then we encourage you to use one of these spaces. The rooms are sound-proof, have electrical outlets, and have a fan for air circulation. Study Rooms are suitable for small groups and relatively quiet activities only. Use of the Study Rooms may not interfere with routine business or others' enjoyment of the library. Reservations are recommended. Bookings are free but do require a library card in good standing for reservation.

Study Room Options

Room Options include:

- 1 6-person study room
- 1 3-person study room
- 2 1-person study rooms

Policies

By occupying a meeting or study room space, library patrons agree to the library conduct and meeting room use policies that may be found here: <https://www.trumbull-ct.gov/702/Policies>

Failure to abide by the policies may result in patrons being asked to leave and restrictions to library use for a period of time to be determined by the Library Director.

- Covered drinks are allowed but no food is permitted in the Study Rooms. Patrons are expected to clean up after themselves.
- The Library is not responsible for lost or stolen items that are left in study rooms.
- Windows on Study Room doors must remain uncovered.
- Groups must adhere to capacity limits in Study Rooms.

Reservations

Study rooms are available during library open hours up until 15 minutes before closing. Reservations are allowed up to 72 hours in advance. A single reservation may be up to 2 hours in duration with up to 2 non-consecutive reservations per day for a maximum of 4 hours total per day.

Reservations are made through the Library website at:
<https://trumbull.libcal.com/spaces?lid=20811>.

You must occupy the room within 15 minutes of the reserved time. Failure to do so will open up the space for the next patron.

If an individual uses a room in a drop in manner without a reservation and a reservation is made by another individual, the reservation will take priority of the usage of the room. If an individual is in the room upon arrival of the reservation time, please contact the Information Desk for assistance.

If you are having difficulty in making a reservation, please contact the Information Desk at the Trumbull Library at 203-452-5197.

To cancel your reservation, you may follow the link in the reservation confirmation email or call the Trumbull Library at 203-452-5197.

Adopted by the Trumbull Library Board of Trustees on July 10, 2024