



BRADFORD  
WEST  
GWILLIMBURY  
PUBLIC LIBRARY

## Study Room General Guidelines

The Bradford West Gwillimbury Public Library strives to provide a welcoming and comfortable environment for all our Library users. The guidelines listed below are meant to help all of our users understand the expectations for Study Room use to ensure a pleasant experience for all Library visitors.

- Study rooms are available for free to individuals only for the purposes of quiet activities, including research, studying, and reading. Study rooms may not be used for commercial sales, solicitations, promotions, gambling, or horseplay.
- Study rooms are limited to three occupants at a time.
- Users are responsible for leaving the room in a neat and orderly condition. Failure to do so may result in the denial of future requests. The Library reserves the right to charge users for any damage or clean-up expenses.
- The Library accepts no responsibility for lost or stolen property.
- Rooms can be reserved up to 48 hours in advance, for up to **two hours** per day, per individual or group.
- Occupants may continue to use a room beyond the two hours if there are no reservations and no one is waiting.
- Rooms must be claimed within 10 minutes of the start time or it will be cancelled, and the room made available to others.

First Floor			Second Floor		
Room	Occupancy	Location	Room	Occupancy	
Lamb	3	Closest to Reading Lounge	Keffer	3	Closest to study commons
Rombough	3	Between Lamb and Nanowski	Thomas Wright	3	Between Keffer and Blair
Nanowski	3	Second closest to Teen area	Blair	N/A	Not available
Calder	N/A	Not available			