

## Town of Glastonbury – Welles-Turner Memorial Library Study Room Guidelines



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- ❖ The Library has five (5) study rooms located on the second floor. Each room holds up to four (4) people; one holds up to six (6).

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  - ❖ Study rooms are available first-come, first-served. Reservations are taken up to two (2) weeks in advance. Exception: Tutors must book on the day of use. (*Please see [Paid Tutor Guidelines](#) for more information.*)

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  - ❖ Study rooms may be used for two (2) hours. At the end of two (2) hours, if no one is waiting, the user may book the room for an additional two (2) hours. The limit is four (4) hours per day per user.

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  - ❖ Drinks must be covered; food is not permitted in the study rooms.

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  - ❖ Please shut down laptop/electronic devices 15 minutes prior to the library's closing time.

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  - ❖ Study rooms will be shut five (5) minutes before the library's closing time.

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  - ❖ Direct any questions or concerns to the Library Director.