

Quiet Study Room Policy and Guidelines

The purpose of the quiet study rooms (QSA, QSB, QSC) is to assist Hackensack residents and students who wish to study and work in the library. We hope that these rooms will provide an area free of distractions with minimal noise for patrons. Individuals who are preparing for examinations, having a meeting, writing papers or doing research are welcome to use the rooms. Hackensack residents will be given priority in reserving time in these rooms. Rooms are not to be used for tutoring or the conducting of any type of business transaction. Rooms may be used for library programs, events or meetings without notice.

QSA: Reserved for ages 13-19 from 3-6pm Monday-Friday during regular school hours. Up to 5 people total.

QSB: Up to 5 people total.

QSC: Up to two people total.

Reservation priority will be given as ordered below:

1. Hackensack Library cardholders or students (with ID); at least one person utilizing the room must be a Library cardholder/Hackensack School student.
2. Cardholders of other BCCLS Libraries.
3. If a room is not reserved, it will be made available on a first-come, first served basis in one hour increments to any patron regardless of whether they are a Library cardholder or not.

Guidelines for booking:

- Patrons over 13 years-old with a library card may reserve a study room for two hours per day, up to two weeks in advance.
- A maximum of two reservations per week will be honored per person/group.
- Multiple rooms cannot be simultaneously booked by the same person or group.
- When a group uses a study room, the group as a whole is considered the user and may use the room for two hours per day.
- Reservations will be held for 15 minutes, after which time another individual or group may reserve or use the room.
- If you do not have a Hackensack card or student ID, you are welcome to use the rooms on a walk-in basis, but cannot reserve them in advance.
- After your reserved time, you may remain in the study room until the next reservation or walk-in request. Use is limited to a maximum of 2 hours per day, 4 hours per week.

Guidelines for usage:

- Rooms are available from library opening to 15 minutes before closing time.
- Patrons are responsible for leaving the room in a clean and orderly fashion.
- Litter must be picked up and disposed of properly.

- Any library books used should be placed on a library cart or handed to a staff person.
- No smoking is allowed at any time anywhere in the Library.
- Non-alcoholic drinks are allowed in the Study Rooms.
- No activity producing noise that interferes with the general operation of the Library is permitted.
- No person or persons may conduct business or sales of any sort from these rooms.
- Failure to follow these guidelines may result in loss of Quiet Study room usage in the future.