

## Quiet Room Policy

The Wells Public Library is a busy, active library with a number of programs and events that occur within the stacks and the tables of the library. Due to interest in a designated quiet area to work, the Trustees have created a quiet study room. This room is intended for individuals to use for quiet work or study. The following rules apply:

- Users of this room are expected to adhere to all aspects of the Library Behavior Policy.
- This is a silent room with no talking. The Library staff is responsible for enforcing this.
- Maximum occupancy is 8 and is first come, first served.
- Covered drinks are the only food or beverage allowed.
- The room should be left in the same condition it was found.
- The Library is not responsible for unattended items.
- Lights must be on when the room is occupied.

For those looking for quiet small group work of up to three people, there are tables and chairs around the library to use. For those looking for a larger group to work, the library has a meeting room that seats ten people and a community program room that seats up to 80 that can be reserved in advance.

*Approved by Library Board of Trustees, 12/12/2018*

*Approved by Library Board of Trustees, 11/9/2022*