



## Procedure for Use of Study Rooms

The Wallingford Public Library provides study rooms for the purpose of quiet study and discussion. Five rooms are available in the adult area of the library. Two rooms are available in the children's library for use by children grade 5 and under. Tutors or caregivers may accompany the children. The child must be present at time of check in for children's library study rooms.

Study rooms are available for 1-4 people or 1-8 for Study Room 5 for a maximum of 3 hours per day per group. Patrons may reserve a room up to 48 hours in advance.

Study rooms may be reserved online at <https://walpublib.org/BookAStudyRoom>, by telephone, or in person at the Information Desk in the Children's or Adult departments. Room reservations will be held for 15 minutes past the start of the time reserved. If you are unable to use the reserved study room, please cancel your appointment via the link in your confirmation email or text, or by calling the library at 203-265-6754.

Those wishing to use a study room must register with a telephone number and agree to the following rules and regulations for use:

- The rooms must be vacated 15 minutes before the library closes.
- Covered beverages are permitted in study rooms, but food is prohibited.
- The library is not responsible for equipment, supplies, materials or any other items owned by an individual or group used in the study room. Personal items may not be stored in the study rooms.
- Wallingford Public Library reserves the right to ask patrons to leave the library; suspension of study room privileges may also result if the library's policies or Code of Conduct are violated.

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