



**Bergenfield Library
Reference Department
Independent Quiet Study Room
Procedures**

The purpose of the independent quiet study room is to assist Bergenfield residents 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, writing papers or doing research are welcome to use the rooms. Bergenfield residents will be given priority in reserving time in these rooms.

Study sessions are limited to one two-hour session with same day registration. An additional session may be available upon request. Identification will be required at signup.

The quiet study rooms are located in the adult section of the library and are reserved for an individual of high school age or above. Study groups will be accommodated in other areas of the library.

At busy times the user may be asked to share the quiet study room with another person. We ask your cooperation in keeping noise to a minimum.

Tutoring of any kind will not be permitted in the quiet study rooms.

These rooms are not intended for private business activities. All cell phones must be turned off when using the reference areas.

We encourage those who use these rooms to take their valuables with them when they leave the room even for a short period. The library is not responsible for items left inside the rooms.

Sleeping, eating or drinking is not permitted in these rooms.

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