



John C. Hart
MEMORIAL LIBRARY

1130 East Main Street
Shrub Oak, NY 10588
(914)-245-5262
www.yorktownlibrary.org

STUDY ROOM POLICY

The Library has five (5) study rooms that can accommodate between one to five people, depending on the specific room. To provide equitable access to the study rooms, the following rules must be followed:

- Study rooms can be reserved by John C. Hart Memorial Library cardholders up to one (1) week in advance. [Get a library card here.](#)
- When not reserved or in use, non-John C. Hart Memorial Library cardholders may use these rooms on a first come, first served basis.
- Each cardholder is eligible for one (1) reservation per week, two (2) hours per day.
- On the day of their reservation, they may extend for up to two additional hours for that same day, if available and at the discretion of the library Reference staff.
- The person who reserves the room and whose name is on the reservation must be present in the room at all times.
- Room reservations are held for 15 minutes after reservation time. After 15 minutes, if the person reserving the room does not appear, the reservation may be forfeited.
- All those who utilize the study rooms are subject to the [Code of Conduct Policy](#) established for the Library.
- Tutors may reserve study room # 2. Other study rooms may be used, if available, on a first come, first served basis. See full [Tutoring Policy here.](#)

[Click here to reserve a study room.](#) In order to access the study room, please arrive promptly at your scheduled time and go directly to the Reference Desk.

Adopted by the Library Board of Trustees on June 12, 2024