

Town of Glastonbury – Welles-Turner Memorial Library Study Room Guidelines



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- ❖ The Library has three (3) study rooms located on the second floor. Each room holds up to four (4) people.
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- ❖ Study rooms are available first-come, first-served. Reservations are taken up to two (2) weeks in advance. Exception: Tutors must book on the day of use. (*Please see **Paid Tutor Guidelines** for more information.*)
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- ❖ Study rooms may be used for two (2) hours. At the end of two (2) hours, if no one is waiting, the user may book the room for an additional two (2) hours. The limit is four (4) hours per day per user.
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- ❖ Drinks must be covered; food is not permitted in the study rooms.
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- ❖ Users must prepare to leave five (5) minutes before closing.
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- ❖ Direct any questions or concerns to the Library Director.

Paid Tutor Guidelines



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- ❖ All paid tutor sessions are limited to the three (3) study rooms on the second floor. The Children's area and the Teen Room are not to be used.
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- ❖ Rooms are available on a first-come, first-served basis at the beginning of the day – no advance bookings.
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- ❖ Tutors must sign up for a room at the Reference Desk.
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- ❖ There is a two (2)-hour limit per tutor per day. If no one signs up for the room, the tutor may stay an additional 1/2 hour. Each tutor may use the study rooms for a maximum of six (6) hours per week.
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- ❖ The door to the study room must remain closed at all times during the session. Parent/tutor discussions must also take place in the study room with the doors closed.
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- ❖ Tutors must provide all materials for their lessons.
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- ❖ Direct any questions or concerns to the Library Director.