

Randall Library – Stow, MA
100-00019 – Rev 02 – August 2023
Randall Library Public Space Use Guidelines

Randall Library Public Space Use Guidelines

General Guidelines

Public Space

In the interest of maintaining public use of the Randall Library's meeting and study spaces for all patrons to share equally the library staff must place some limitations on individual use of public library spaces. In order to do so, the following Library Public Space Use Guidelines have been initiated.

- Loud or disruptive conversations adversely impact the use of the library for staff and other patrons. Patrons conducting loud conversations either between each other or remotely using some form of technology will be asked to reduce their volume, discontinue the conversation or to leave the library.
- Technology (such as public access computer, printers, copiers, wi-fi and wi-fi printers) are provided by the Randall Library for the use of all patrons. Issues related to technology services and access will be prioritized as staff's other duties allow.
- No personal messages for patrons using the facility will be conveyed through library staff.
- The library staff will only provide paper, ink and toner for the proper functioning of the library's printers and copiers. Patrons must bring any other standard office supplies with them
- Patrons cannot request or assume that spaces will be made regularly available to them for use and must agree to share tables and library provided wi-fi printers and copiers, move to other spaces or leave the library if asked to.
- Individuals using library meeting areas for personal use are responsible for cleaning up after themselves and rearranging any furniture they may have used before they leave the area they have been occupying.
- Food and drink are allowed according to the following standards: beverages are in containers that are spill-proof, such as travel mugs with lids and bottles with screw-on or pop-up tops. Acceptable foods are of the snack variety, pre-packaged foods, vending-machine type candy and chips. No beverages are permitted near public computers, printers, or copiers.
- As stated in the Randall Library's Meeting Use Policy, library based functions will have priority over other meetings with space allocated to the needs of the library first.

Private Tutoring

The Randall Library acknowledges its role as an "educational center" and sees tutoring as an element of its mission as a partner in life-long learning. Because of that, the library offers a free tutoring center for library patrons in need of homework help. Sign-ups sheets for access to the

library's free Randall Library Tutoring Center are available at the Randall Library circulation desk. The Randall Library Tutoring Center is limited to a first-come-first serve basis and to the availability of tutors willing to offer their services free of charge.

- Library functions will have priority over other meetings with space allocated to the needs of the library first.
- No exchange of payments for tutoring services can take place on the library grounds.
- Private tutoring taking place on the library grounds cannot disrupt library services or adversely impact patron access to the library's collections or programs.
- Meeting spaces must be set up and cleaned up by the tutors and their students. This includes but is not limited to rearranging furniture to its original positions and picking up and disposing of any trash that has been generated due to a tutoring session.
- Tutors are responsible for the behavior of the student being tutored. Any disruption of library services or to other library patrons that results from private tutoring services will result in the tutors and their students being asked to leave the library.
- Private tutors cannot request or assume that spaces will be made regularly available to them for use and must agree to move to other spaces or leave the library if meeting spaces are limited.
- Tutors and students must bring their own supplies.
- No messages may be conveyed through library staff.
- The library telephone may not be used to make or cancel appointments.
- Disruptive cell phone use is not allowed in the building. Patrons making cell phone calls will be asked to leave the building.
- Parent/tutor conferences should not take place in a public area.
- Food is not permitted.
- Drinks (water preferred) must be in covered containers.

Voted on and adopted 7/11/2018

Reviewed on 8/1/2023