

GUIDELINES FOR RIDGEFIELD LIBRARY

STUDY ROOM USE

The Library's **six** study rooms can accommodate 4-6 people and are available for individual and small group use on a **same day drop-in** or **advance reservation basis**.

Please see our [Room Use Policies](https://ridgefieldlibrary.org/policies/) on our website at:
<https://ridgefieldlibrary.org/policies/>

Covered beverages are allowed in Study Rooms (no food, please)

These guidelines do not apply to Study Room 111 located in the Lodewick Children's Library.
Contact the Children's Services department for more information at (203) 438-2282 x203

SAME DAY DROP-IN

- **One hour** guaranteed (when room available)
- **Four hour** maximum per group/individual
- **Limit of one session per day**
- **No fee**

ADVANCE RESERVATIONS

Advance reservations are recommended if more than one hour is needed or if a specific date and time is needed.

- Reservations can be made online on our website **at least 24 hours in advance** but **no more than four weeks** in advance.
- **Maximum of four hours** per day per group/individual. One session per day.
- Limit of **12 advance reservations per 12-month period** beginning with the first use.
- Phone inquiries can be made by calling the Adult Services desk at (203) 438-2282 x201.
- **Reservations are not confirmed until you receive a confirmation email or phone call.**

ADVANCE RESERVATION FEES

- **Free of charge** for nonprofit use by individuals and groups.
- **Individuals and organizations utilizing the rooms for direct commercial benefit** will be charged \$10 per hour (check or cash only, payable upon arrival).

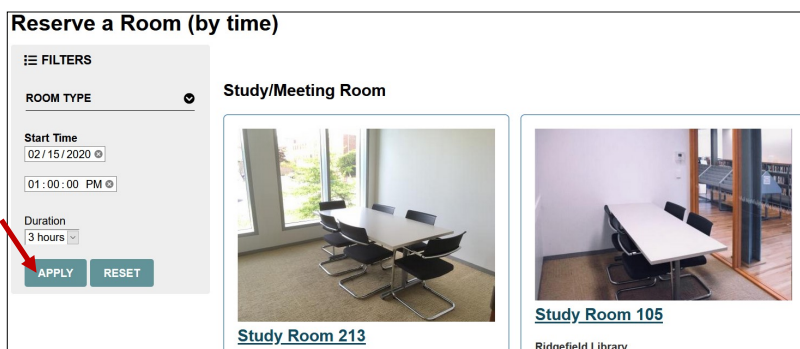
HOW TO RESERVE A STUDY ROOM ONLINE

- Start at ridgefieldlibrary.org
- Hover on **SERVICES** and then select “**Meeting & Study Rooms**” found in the drop down menu.
- Click on the red link “**Reserve a room online or find out more here!**”
- Choose “**Select a Room to Reserve**” if you are interested in a particular room or “**Select a Day and Time**” to see which rooms are available for a requested date/time.

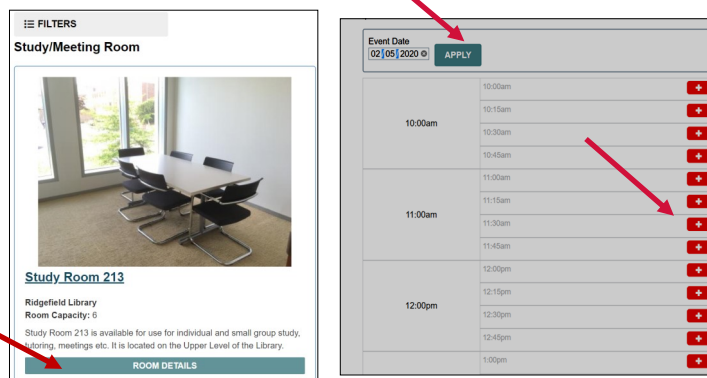
Reserve a Room



- If you opt to “**Select a Day and Time,**” you will be able to choose a date and time and be shown available rooms for those parameters after hitting “**APPLY**”:

A screenshot of a web interface titled "Reserve a Room (by time)". On the left, there is a "FILTERS" section with "ROOM TYPE" set to "Study/Meeting Room". Below this, there are input fields for "Start Time" (02/15/2020), "01:00:00 PM", and "Duration" (3 hours). There are "APPLY" and "RESET" buttons. To the right, two room options are shown with photos: "Study Room 213" and "Study Room 105". A red arrow points to the "APPLY" button.

- If you opt to “**Select a Room to Reserve,**” select the preferred room, click “**Room Details,**” search for your desired date, and hit “**APPLY.**” You will then see available times for that date indicated by a red & white plus sign.

Two screenshots from the reservation system. The left screenshot shows the "Room Details" for "Study Room 213", including a photo and a "ROOM DETAILS" button at the bottom. A red arrow points to this button. The right screenshot shows the "Event Date" selection interface for "02/05/2020". It features an "APPLY" button and a grid of time slots from 10:00am to 1:00pm. Red arrows point to the "APPLY" button and a red plus sign in the 11:00am slot.

Please note: Online reservations must be made *24 hours in advance of requested start time*. For example, if you want a reservation for “tomorrow” from 11 am to 2 pm, you must make the reservation before 11 am on the prior day.

- Once you submit your request, your reservation is not affirmed until you receive an email confirmation.