

## **Designated Spaces Policy**

The library reserves the right to limit access and use of designated spaces designed for specific audiences and/or purposes. Limited use/access areas include but are not limited to the Children's Room, Carnegie Teen Center and the Marjorie T. Roe Reading Room. The Director is authorized to develop and amend guidelines pertaining to the utilization of designated spaces and to amend such from time to time as deemed appropriate. All such designated space policies are to be displayed within the designated space.

### **Children's Areas (Main Building and Medford Branch)**

Children's Areas are designed and intended for use by children, birth through grade five while accompanied by their parents/caregivers. Tutoring of children through grade five, that follows the guidelines of the Library's Tutoring Policy may take place in this space. All others should limit their visit to the Children's Room to the perusal of the collection and the selection of materials to borrow.

### **Carnegie Teen Center**

The Carnegie Teen Center is reserved for use by young adults from grades 6-12. Tutoring of teens through grade twelve, that follows the guidelines of the Library's Tutoring Policy may take place in this space. In order to help provide a comfortable space where teens can socialize and engage in activities independently, we ask parents and patrons outside of the intended age range, including younger siblings, to limit their visit to the perusal of the collection and the selection of materials.

### **Quiet Study Room and the Marjorie T. Roe Reading Room**

The Quiet Study Room and the Marjorie T. Roe Reading Room are reserved for individual patrons who require a distraction-free place to work or read. Cell phones and any other noise-emitting device should be set to silent when using these rooms. Talking, tutoring and group study are not permitted.

### **Claire Siegel Art Gallery (Main Building)**

Claire Siegel Art Gallery is the designated eating location.

### **Lobby Area (Medford Branch)**

Lobby Area is the designated eating location.

Approved by the Board of Trustees November 19, 2024.