Small Workspace Interim Policy

Approved by the Library Board of Trustees
April 24, 2025

The South Brunswick Public Library provides four small free Workspaces for study, group work, meetings, and other uses for all **who possess valid South Brunswick Public Library cards** to empower our community to connect, discover and create.

This policy covers Library workspaces, which have seating for 1 – 4 individuals. **Other Library spaces are not subject to this policy.**

Reservations

Reservations are required to use the Library workspaces. Patrons may view the availability on the South Brunswick Public Library website and reserve a workspace up to two weeks in advance using this link: **https://sbpl.libnet.info/reserve**

Reservations may be made online, in person, or over the phone. Patrons may also make same-day walk-in reservations if a room is available.

Individuals and/or groups are allowed one booking per day. Reservations can be made in 30-minute increments, up to a maximum of two hours (120 minutes) per day. Only one reservation per day is permitted.

Procedures

Patrons are required to check in with a staff member at the Information Services Desk before entering the reserved workspace. Patrons should be prepared to show the confirmation email to confirm their booking.

Rooms will be held for 15 minutes after the reservation time and if not occupied, will be released to any other individuals and/or groups requesting a room. A “no-show” reservation will count towards a customer’s daily booking limit.

Members of a group currently occupying a workspace may not extend their 2-hour maximum booking time by using additional library accounts of group members to make a new reservation.

Groups using workspaces may not exceed four (4) people. Furniture may not be added to a workspace.

Workspaces are not soundproofed. In consideration for other library users, please keep noise to a minimum. The workspaces are visible from the outside; complete privacy cannot be assumed. Users may not cover or obscure windows or doors.

Covered beverages and light, dry snacks are permitted, but please note that noisy, messy and strong-smelling foods are prohibited.

Workspaces must be left in the same condition in which they were accepted. Cleaning up the room, including disposing of trash and cleaning off tables, is the responsibility of those using the space.

Personal property should not be left unattended in a workspace, and the library is not responsible for lost or missing items.

Customers must exit the workspace promptly at the end of their scheduled time. Customers must notify library staff if they are finished with the workspace before their time is up.

Workspaces must be vacated 15 minutes before the library closes.

Cancellations and Other Restrictions

Customers may cancel their reservation up to the reservation start time but are highly encouraged to cancel as soon as possible to allow other groups to reserve the room. Cancellations may be done on the online reservation system, in-person, or over the phone.

Permission to use a workspace does not constitute endorsement or sponsorship by South Brunswick Public Library.

The Library reserves the right to decline or cancel any workspace reservation. Workspaces may not be used for purposes prohibited by South Brunswick Township ordinances, or by state or federal law.

Failure to observe the Workspace policy and/or violations of the library's Library Behavior Policy may result in cancellation of current or future workspace reservations.

To promote accessibility of workspaces to the community, the Library may limit the number or length of workspace reservations during any time period for any applicant. The Library also reserves the right to place additional limitations on the use of the workspaces based on demand.

The library is not responsible for loss or damage of equipment, supplies, materials or any personal property owned by those reserving or using workspace rooms at the library. In addition, the South Brunswick Public Library Board of Trustees, the Township of South Brunswick, its officers, agents and employees are not to be held liable for any and all claims of injuries, including death, damages or loss, which may arise in connection with a workspace activity held on library property.