

MADISON PUBLIC LIBRARY STUDY, TABER AND RUSHMORE ROOM POLICY

Mission Statement

The Madison Public Library is the community's center for ideas, information, learning, and connections. The Madison Public Library seeks to provide enjoyment, education, information and guidance through materials suited for the Borough of Madison.

Purpose

This policy is intended to outline appropriate use of the Library's study rooms, Taber Room (this room is not available on Tuesdays or Thursdays) and Rushmore Room.

Responsibility

The responsibility for these guidelines ultimately rests with the Library Board of Trustees. The authority and responsibility for setting these guidelines rests with the Library Director, who delegates this task to qualified professional staff.

Guidelines

The Library has multiple rooms which may be used for tutoring, studying, and small group programs, when available. However, Library use takes precedence over any other use of these spaces. There are three study rooms that can accommodate up to 6 people. There is one study room that can accommodate up to 8 people.

The Rushmore Room has a limit of 10 people and The Taber Room has a limit of 15 people. Due to the historical nature and value of the items maintained in the Taber and Rushmore rooms, users must be 18 years or older, or be accompanied at all times by a supervising adult, and no food is permitted in either room. Drinks must be covered with a lid.

Use of these rooms is scheduled by and at the discretion of the Adult Services staff.

- Reservations may be made by groups of two or more.
- Reservations may be made only one session ahead of time.
- Reservations can be made over the phone, by email, or in person.
- The maximum amount of time that can be reserved will be three hours.
- Reservations will be forfeited if not claimed within 15 minutes of the reservation time.

- Patrons may use the room individually if one is available but reservations cannot be made for one person. Reservations take precedence over unscheduled use.
- Talking loudly or engaging in other disruptive conduct is not permitted. Please see The Patron Code of Conduct for more guidelines.
- Patrons should bring headphones if they need to use telecommunication software.
- Users vacating the room during the time reserved is not recommended, but if necessary, should only be for a short time span. The Library is not responsible for patron belongings that are left unattended.
- Lights must be turned on at all times.
- The tables, chairs, and posted signs should be returned to their original locations before vacating the room, if moved by patrons during use of the room.
- All users of the room must vacate the room 10 minutes before Library closing.

Amended and approved by the Board of Trustees of the Madison Public Library at an open public meeting, following normal public notice, on October 9, 2025.