



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, Teen Services, The Loft, Individual, Tutorial, and Group Study Areas. The Director is authorized to develop and amend guidelines pertaining to the utilization of designated spaces.

Children's Room

The Children's Room is designed and intended for use by children, birth through 6th grade, and their parents/caregivers. All others should limit their visit to the Children's Room to the perusal of the collection and the selection of materials.

Teen Services

Teen Services is comprised of two distinct environments; the quiet study/homework area and desTEENation, an area for creative collaboration and gaming. Both spaces are designed and intended for use by teens in grades 6 through 12. All others should limit their visit to Teen Services to the perusal of the collection and the selection of materials.

Teens may enjoy desTEENation up to a maximum of five hours per day, with a maximum of 2 hours of screen time. Teens must sign in at the Librarian's Desk in desTEENation.

Individual, Tutorial, and Group Study Areas

The library has designated several areas for individual, tutoring, and/or group study; each with its own requirements.

The carrels and adjoining seating on the upper mezzanine are intended for quiet, individual study by those of high school age or older.

The study tables to the rear of the reference area are intended for quiet, independent study. Researchers are expected to share these tables, as necessary.

The tables in the lower mezzanine are intended for shared use, including tutoring/group study. These tables may not be reserved nor may other library users be asked to move to accommodate tutoring/group study.

The Meeting Room behind the Reference Desk, when available, is intended for shared use, including tutoring/group study. The Teen Room and desTEENation are available for individual/group study by those in grades 6 through 12. No tutoring is permitted.

Study Rooms are designated for use by Sachem Library residents, grades 9 and older. Two people are allowed in a study room at a time. Rooms cannot be reserved and are assigned on a first-come, first-served basis. Patrons are guaranteed two hours in a study room per day. If no patrons are waiting for a room, they may extend their time at the discretion of the librarian. Rooms must be vacated by 8:45 pm on weekdays, 4:45 pm on Saturdays and 3:45 pm on Sundays. Rooms left vacant for more than 15 minutes will be assigned to another user.

The Loft is located on the upper mezzanine and is intended for individual and group study and collaboration by adults ages 18 and older. All others should limit their visit to The Loft to the perusal and selection of materials from adjacent collections.

All study areas are available on a first-come, first-served basis with the exception of the Study Rooms, which may be reserved by Literacy Volunteers. The library does not guarantee availability of study space.