



MILLBURN FREE  
PUBLIC LIBRARY

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## Quiet Rooms

### WHO MAY USE

Quiet rooms are available on a first-come, first-served basis. Sign up at the Reference Desk. ID with your name and address OR a Millburn Library Card is required. Your name and address (or library card number) will be recorded in the user log at the Reference Desk.

Children under the age of 14 must be accompanied by an adult age 18+ who stays in the room with them.

Maximum occupancy is four people in a quiet room. Furniture may not be removed or rearranged.

### TIME LIMITS

The quiet room may be used for up to two hours.

At the end of your two hours, you may renew for an additional one hour if no one else is waiting. At the end of each additional hour, you may continue to renew at one-hour increments, as long as no one else is waiting. Renewals are done in-person at the Reference Desk.

If you leave the room for more than 15 minutes, your reservation will be considered over.

Quiet rooms close 15 minutes prior to building closing time, regardless of when the session started.

### PROCEDURES

Sign up at the Reference Desk. Your ID will be recorded on the log.

You will be issued a pass for use of a quiet room. **Your pass MUST BE DISPLAYED in the pocket in the window of the study room.** This pass authorizes you to be in that room. If you do not display a pass, you will be asked to leave the quiet room.

When you finish your quiet room session, you must return the pass to the reference desk.

**Quiet study room users agree to abide by this policy, the patron code of conduct and follow all instructions from MFPL staff.**

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Do not leave your belongings unattended. The MFPL is not responsible for lost property.