



Mattituck-Laurel  
**LIBRARY**

PO Box 1437  
13900 Main Rd.  
Mattituck, NY 11952

631-298-4134  
[www.mattitucklaurellibrary.org](http://www.mattitucklaurellibrary.org)

## Designated Spaces Policy

### **Family Department**

The Family Department is reserved for use by children ages birth to 6<sup>th</sup> grade, their parents or caregivers, and adults who are using the children's collection. A caregiver must be at least 14 years old.

Adults unaccompanied by a child may enter the Family Department to browse or obtain books and/or other materials, but are requested to move to an adult reading/reference area once their selection has been made. Extended browsing by unaccompanied adults or use of the seating is not encouraged and library staff may at their discretion request such adult patrons to leave the Family Department.

### **Young Adult Department**

The Young Adult Department of the Library is reserved for use by teens (grades 6 –12). Adults unaccompanied by a teen may enter the Young Adult Room to browse and/or obtain books or other materials, but are requested to move to an adult reading/reference area once their selection has been made. Extended browsing by unaccompanied adults or use of the tables is not encouraged and library staff may at their discretion request adult patrons to leave the Young Adult Department.

### **Reference Area / Computer Area**

Patrons may use the computers for personal use. Children and teens are welcomed to use the computers. Caregivers of minor children must assume responsibility for their children's use of the computers.

### **Reading / Study Area**

The reading / study area located in the front of the building towards the Main Road is a designated quiet space for use by patrons. Extended conversations between patrons are not permitted and if this is observed, library staff may at their discretion request patrons to move to another area of the library. Teens and children are encouraged to use the areas designated for their age group but should a teen or child need quiet space to study they will be permitted in the reading / study area provided there is space. Reference staff will provide research and technical assistance to patrons and the resulting interactions are permitted and will be kept to a minimum length and volume.

### **Local History Area**

The Local History Area is available for patrons doing local historical research. The collection contains rare books and documents related to the history of Mattituck / Laurel and surrounding

towns. The area is not locked and may be accessed with or without the assistance of a reference librarian. Special collections are locked and will require the assistance of a reference librarian. When accessing special collections a librarian will assist with the patrons' research, and then monitor the ensuing use of the collection. Browsing is permitted but will be monitored. Monitoring is at the discretion of the librarian. Patrons are not permitted to bring bags, pens, beverages or food with them when browsing the Local History Collection.

### **Meeting Rooms**

The primary purpose of the Library's meeting rooms are to serve Library sponsored services, programs and activities.

Permission to use Library meeting rooms may be granted to community groups, organizations, or individuals whose aims are Library-connected, educational, cultural and/or civic. These types of room-use are subject to the terms of the Library's Meeting Room Use Policy.

Adopted 11/13/2023