



95 Harbor Road, Cold Spring Harbor, NY 11724
www.cshlibrary.org 631.692.6820

“THE UNDERGROUND”

ROOM USE POLICY

“The Underground” serves both as the Cold Spring Harbor Library’s Media Center and Teen Room. For room use purposes, “teen” is defined as young people in grades 7-12.

1. During the school year, “The Underground” will be used **exclusively** by teens according to the schedule below:
 - Mondays-Thursdays 2pm-9pm
 - Fridays 2pm-5pm
 - Saturdays 9:30am-5pm
 - Sundays 1-5pm
2. When teen hours are in effect, materials housed in the Underground may be obtained for adult patrons by library personnel.
3. During the school year, adults may use “The Underground” on Mondays-Fridays between the hours of 9:30am-2pm. Adult patrons using “The Underground” will be asked to relocate to another area of the library promptly at 2pm.
4. Library sponsored programs may be scheduled in the room for adults between the hours of 9:30am-2pm during the school year. If the room is in use for a program, patrons may only enter to retrieve materials.
5. In the summer months of July and August, “The Underground” will be reserved exclusively for teen use.
6. There is no tutoring permitted in “The Underground” under any circumstances. Tutoring may be conducted at the tables in the lower level.
7. Teens and adults using “The Underground” must adhere to its posted Code of Conduct. Any patrons not adhering to the Code of Conduct will be asked to leave at the discretion of library personnel.

Approved March 2, 2020