

Groundworks Guidelines:

Herrick District Library Groundworks is a collaborative working environment which HDL card holders, 16 years or older, may reserve a space during open hours or signup for a one-on-one appointment using our online booking process.

The library reserves the right to schedule Groundworks for library functions and services as needed.

Guidelines are as follows:

- Groundworks' equipment is available by appointment. After three no shows future use of the room may be denied.
- Groundworks' resources are available to HDL cardholders during open hours. Open hours are scheduled in one-hour blocks. Additional time may be added when available, after the initial block has been used.
- The space is not intended for social or for-profit functions.
- Unattended items will be removed from the room. The library is not responsible for loss.
- Noise should be kept to a reasonable level.
- Space must be left in a clean and orderly condition.
- Covered drinks are allowed. No food allowed.
- Those using Groundworks must also abide by HDL's [Code of Patron Conduct, Internet and Computer Rules](#) and [Internet and Computer Use Policy](#) and the United States copyright laws governing the making of photocopies or other reproductions of copyrighted materials ([Title 17 Chapter 5, United States Code](#)).

Failure to abide by these guidelines may result in loss of privileges.

To change or cancel a reservation, or ask a question email the Groundworks Coordinator at: groundworks@herrickdl.org.