Cambridge Public Library
Fuller Room Use Policy

The primary purpose of the Fuller Room at the Main Library is to provide equitable access to public computing for people who need certain accommodations. The Fuller Room at the Main Library offers Braille printing and accessible public computing for patrons with low vision as well as a designated space for individuals with sensitivities to chemicals or overstimulation.

Available equipment and software include:
- Desktop PC workstation
- High contrast, large print keyboard
- JAWS screen reader software
- Braille embosser
- Duxbury Braille translation software

Bookings
- The Fuller Room is available for patron use for up to 2 hours per patron per day.
- Reservations are not required. For convenience, patrons requiring accommodations may reserve the Fuller Room up to 48 hours in advance by calling the Tech Bar at 617-349-4425.
- Reservations will be held for up to 10 minutes past the booking start time.
- Chronic no-shows may result in loss of reservation privileges.

Acceptable Use
- Patrons must sign in with library staff at the Tech Bar in order to use the Fuller Room.
- The Fuller Room is primarily intended for individual use. A second chair is provided for patrons who may require assistance from a companion as part of their accommodation.
- Patrons may not move furniture in or out of the room or modify the equipment or space.
- Damage to the room or furniture is a criminal offense (MGL, CH. 266, Sec 85G).
- The Fuller Room is not soundproof. Conversations must not be audible outside the room.
- Food and beverages are not allowed in the room.
- Patrons must comply promptly with staff directives, whether documented policy or not.
- Violations may result in suspension of library privileges, including use of the Fuller Room.

Library Administration, 3/2020