

STUDY ROOMS

I. PURPOSE

The study rooms are intended for use by individuals or small groups. This policy provides guidelines for advance reservations and walk in use.

II. ENDORSEMENT

Use of a study room by outside groups/organizations does not constitute the Library's endorsement of viewpoints expressed by participants. No advertisement or announcement implying such endorsement will be permitted.

Any flyer, brochure, or press release announcing an event or meeting in a Library study room must include the following statement: "Sponsored by (name of organization). This program/meeting is neither sponsored nor endorsed by the Warrenville Public Library District."

III. EQUAL OPPORTUNITY

Activities taking place in a study room must not be closed to any person due to age, gender, race, religion, national origin, disabling condition or any other legally protected category.

IV. FEES

There is no fee to use a study room.

V. RESERVATIONS AND SCHEDULING

- A. The Library may reserve a study room at any time for meetings or programs sponsored or co-sponsored by the Library.
- B. A study room may be reserved for use only during the hours that the Library is open for public service.
- C. Advance and Walk-in Reservations
 - Warrenville Library members may reserve up to 7 days in advance.
 - Warrenville Library members and guests may place a same day advance reservation or place a walk-in reservation for immediate use.
 - Limit of 1 reservation (advance or walk-in) per day
 - Maximum reservation is 3 hours
 - Reservations are allotted in 15 minute increments

- D. Same-Day Return Use
- No advance reservation – first come, first served if a room is available
 - The user must vacate prior to the next reservation or within 10 minutes of the arrival of a walk-in reservation.
- E. A reservation may be extended beyond the allotted time if the room has not been requested. The user must vacate prior to the next reservation or within 10 minutes of the arrival of a walk-in reservation.
- F. Reservations will be held for 10 minutes after which time the reservation will be forfeited.
- G. Must be 8 years or older to make a reservation. This is in accordance with Library Use Policy (No. 320).

VI. OTHER

- A. Users must abide by Policy No. 320 Library Use.
- B. Covered beverages are permitted.
- C. Study rooms must be left clean and orderly, including erased whiteboards.
- D. Maximum study room capacity may not be exceeded.
- E. If a user has three or more no-shows in a four-week period, his or her reservation privileges will be suspended for three months.
- F. Equipment in a room (HDMI cable, markers, etc.) may not be removed from the room.
- G. Furniture may not be added or removed from a room except in special circumstances as directed by staff.
- H. Study rooms are not soundproof or private. Use caution when displaying personal data on the TV screen or making private calls.
- I. At the discretion of the Library Director, study room privileges may be suspended for violation of this policy.

Policy Revision Log
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