

# South Holland Public Library

## 6.0 Meeting Room & Study Room Policies



### 6.13 Study Rooms Policy

South Holland Public Library has four (4) private study rooms on the upper level and one (1) private study room on the lower level for individuals and small groups to work together without disturbing other library users. The maximum capacity of each room is two (2) or four (4) people.

Rooms are available on a first come first-serve basis.

#### **Terms and Conditions:**

- Study Rooms on the upper level are for individuals 18 yrs. and older.
- The study room on the lower level is reserved for groups under the age of 18.
- The rooms are not available for persons operating a business or selling merchandise or services, except for tutors who are compensated for academic tutoring. (*The South Holland Public Library does not endorse any individual tutor or tutoring service.*)
- Registration is required to reserve a room, up to 24hrs in advance at any service desk.
- Patrons are limited to one (1) two-hour time slot per day, per group.
- Study rooms are available for use when the library opens (10:00 am) and will continue until thirty (30) minutes before closing.
- The library reserves the right to request that an individual or group forfeit their study room privilege for behavior conflicting with the Library Code of Conduct.
- In the event of an emergency closing of the Library, all study room usage is cancelled.

#### **Use Guidelines:**

- NO FOOD is allowed in study rooms.
- The Library is not responsible for personal articles and/or possessions left in a study room.
- Any room left unoccupied for 20 minutes or more may be reassigned. Forfeited time counts as the two- hour limit for the day.
- There is no guarantee of a silent atmosphere inside each of the study rooms due to their proximity to one another; however, users of each study room are asked to be respectful of other patrons in adjacent study rooms.
- Study rooms must be left in a clean and orderly condition.
- The individual who secures the study room for group use is accountable for the actions of the group and for adherence to all the guidelines set forth in this policy and the Library Code of Conduct.
- Failure to comply with the above guidelines will result in the loss of study room privileges.