

PALOS HEIGHTS PUBLIC LIBRARY

STUDY ROOM POLICY

USE OF THE STUDY ROOMS

Two study rooms are available for adult patrons on the first floor of the Library, and two study rooms are available for children and youth on the second floor of the Library. The rooms are primarily for the use of *two to four* persons who need to converse with one another while engaged in a group project with a civic, cultural, or educational purpose. An adult must accompany children under seven years of age. A secondary use, when a room is not being used by a group, is for individual quiet study. Persons wanting to work on individual projects while seated together should use a regular library table, not a study room.

REQUESTING A STUDY ROOM

A group or individual may arrange for the use of a study room at the appropriate desk: adult services on the first floor or youth services on the second floor. When circumstances (e.g., mixed-age group, adolescents, general availability) warrant assigning a room on either floor, staff in the two departments will confer with one another regarding suitable placement. At least one user from a group will (a) have a valid library card, (b) sign the usage sheet for the group, and (c) indicate the specific purpose for using a room. Generally, a study room is requested on the day of use and may be used only as it becomes available. A waiting list will be kept when rooms are occupied. Up to one month prior to a desired meeting date and time, a representative of a group may request a reservation, in person or by telephone.

TIME LIMITS FOR USE OF A STUDY ROOM

A study room may ordinarily be used for as long as two hours. The length of a session may be shortened if demand is heavy, or it may be extended if no other patrons are waiting to use a room. If a group with a reservation is ten minutes late, the room may be assigned to a group on the waiting list. A single user of a study room may be asked to give up the room if it is needed for a group.

PATRON BEHAVIOR

Those using the study rooms must comply with the provisions of the policy governing Patron Behavior on Library Property. Copies of this policy statement are available at all service desks. Of special note are the prohibitions regarding eating, drinking, littering, using furniture inappropriately, and operating a business, including paid tutoring services.

Adopted June 10, 2004