



# CLARENDON HILLS PUBLIC LIBRARY

## STUDY ROOM USE POLICY

Study rooms are provided in order to offer quiet study space as well as to help contain the noise of small group meetings.

There are two study rooms located on the Adult Services level of the Library. Each study room is meant to hold 1- 2 people comfortably, but can be reconfigured to hold up to 4 people (with 2 people on stools). The maximum limit is 4 people per study room.

- CHPL card holders can reserve a study room for up to 2 hours at a time. Card holders can have up to 2 active reservations and reservations can be made up to 14 days in advance. Anyone may use the rooms on a first-come, first-served walk-in basis, if rooms are available.
- If no other patrons are waiting to use a room, current users may extend their time in one-hour increments up to 2 additional hours.
- Study rooms will remain locked when not in use. Rooms will only be unlocked to let a patron in once a patron has provided a valid ID (or library card) and signed in at the Adult Reference Desk. If no staff is at the Adult Reference Desk, patrons can sign in at the Check Out Desk on the Main Level. If a patron leaves the study room during their scheduled time, the door will lock behind them.
- Reservations of the study rooms will be held for 15 minutes past the reservation start time. After 15 minutes, the reservation will be canceled and the room will be available for other patrons. Time lost to a late arrival will not be added to the end of the reservation period.
- Study rooms left unoccupied for more than 15 minutes will be considered forfeited and may be used by others waiting for a room. Possessions left in a forfeited study room will be stored at the Check Out Desk until the end of the day and then will be moved to the library's lost and found.
- Though moving the furniture already in a study room is permissible, moving furniture to and from a room is not permitted. If any furniture within the room is moved, the furniture should be put back in its initial location by the end of one's room time.
- Users may be asked to leave if they disturb others or engage in destructive or inappropriate behavior.
- The rooms are not soundproof and reasonable noise may be heard between rooms. No noticeable noise should be heard outside of the room while it is in use.
- Users of the study rooms are responsible for leaving the rooms in a neat, tidy and orderly condition. Failure to do so may result in the denial of future requests to use a study room.
- Snacks and covered beverages are currently allowed in the study rooms. However, this is a privilege that will be taken away from all, if users fail to clean up after themselves.
- Activities involving items such as (but not limited to) glue, paint, glitter, or other substances which are difficult to clean when spilled are not allowed. Any special cleaning costs will be billed to the

Contact Person who made the reservation.

- Users should have their possessions gathered and be out of the room by the end of their scheduled time.
- The study rooms must be vacated 15 minutes before library closing time.
- Study rooms are not available for the purpose of operating a business, selling merchandise or services (excepting paid tutors), soliciting for later sales, or for social events.
- In the event of an unplanned library closing, all scheduled reservations will be cancelled and the library will try to notify the Contact Person who made each reservation.
- All Library policies apply to persons using the study rooms including but not limited to the Library Code of Conduct and the Internet Use Policy.

### **Liability**

- Study room users are responsible for all damages to any property of the Library resulting directly or indirectly from the conduct of any room user. Damage done to the facility or furnishings will be billed to the Contact Person who made the reservation.
- All study room users agree to hold harmless the Clarendon Hills Public Library from and against any and all liability which may be imposed upon them for any injury to persons or property caused by use of the room or any person using the room.
- The Clarendon Hills Public Library assumes no responsibility for any property left unattended in a study room.

*Board approved 6/20/2023*