



OPERATING POLICY

STUDY ROOMS

Use of the Study Rooms

Three study rooms are available for patron use on the second floor of the Library. The rooms are primarily for the use of one to six patrons who need to converse with one another (or on the phone) while engaged in a project with a civic, cultural, or educational purpose. An adult must accompany children under fourteen years of age. The booking cardholder must be present for any meetings booked.

Requesting a Study Room

A group or individual may arrange for the use of a study room, in person or over the phone, at the Reference Service Desk. The Library staff reserves the right to place patrons in specific rooms depending on current requests and other factors. Before being admitted to the room, a patron must show a valid Illinois library card which can be verified in SWAN. La Grange cardholders may request a study room a maximum of one day in advance. Other library cardholders can request a room in person on a first-come, first-served basis.

Limits for Use of a Study Room

La Grange cardholders may book a study room for two hours in a day; other library cardholders may book for one hour in a day. This time may be extended if no other patrons are waiting to use the room. If an individual or group with a reservation is ten minutes late, the reservation may be forfeited. Individuals or groups may only book once in a day. All study rooms will be closed 15 minutes prior to Library closing.

Patron Behavior in a Study Room

Patrons using the study rooms must comply with the provisions of the policy governing patron behavior in the Library. Copies of this policy statement are available at all service desks. While using the study rooms, patrons are prohibited from eating, littering, using furniture inappropriately, or operating a business that involves selling goods or products from the Library.

Repeated violations of the policy may result in a loss of study room privileges.