



# OPERATING POLICY

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## STUDY ROOMS

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### **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 seven years of age.

### **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 or at the Young Adult Service Desk. Before being admitted to the room, a patron must show a valid Metropolitan Library System (MLS) library card. 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. A waiting list will be kept when rooms are occupied.

### **Time Limits for Use of a Study Room**

La Grange cardholders may book a study room for two hours; other library cardholders may book for one hour. 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 room may be assigned to an individual or group on the waiting list. 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. Patrons, while using the study rooms, are prohibited from eating, littering, using furniture inappropriately, and operating a business, including paid tutoring services.