PUBLIC USE OF STUDY ROOMS

Overview

Glenview Public Library has nine study rooms available for public use. The Library's study rooms are designed to meet the needs of patrons who want to work individually or in small groups for limited periods of time. Study rooms are not available for social gatherings or political activities, religious or proselytizing functions, or for the transaction of commerce. Tutors may utilize the study rooms in accordance with Library policy.

This policy applies to all rooms designated as study rooms only. Public access to meeting rooms, conference rooms, and the Quiet Study Room is not covered under this policy.

Availability and Use

- *Reference Services Department*: There are 6 study rooms available in the Reference Services Department with seating for 4 to 6 patrons, depending on the size of the room. Patrons must be at least high school age or supervised by an adult to be eligible to use the study rooms in the Reference Department.

- *Youth Services Department*: There are 3 study rooms in the Youth Services Department with seating for 5 or 6 patrons. Use of the Youth Services rooms is intended to be primarily by groups that include children or activities with children. Additionally, if none of the Reference Study Rooms is available, adults may use vacant Study Rooms in the Youth Services Department. Adults will be limited to one hour if children need a Youth Services Study Room. No reservations will be accepted by adults for the Youth Services Study Rooms.

- Study rooms are available on a first come, first served basis for the general public when a room is available and has not been reserved.

- Reservations may be made up to one-week in advance by contacting the Reference Services Department or the Youth Services Department, either in person or by phone.

  - Advance reservations may be made by Glenview Public Library cardholders only.
  - Advance reservations are limited to one, two-hour use session per day.
  - Advance reservations are limited to 3 per week.
  - The Library reserves the right to limit advance reservations due to high demand of study rooms.

- The person who reserves the Study Room in advance must be present to use the Study Room.

- Reservations cannot be made by one person for use by another.

- While non-cardholders may not make advance reservations to use a study room, they may use a room on a "walk-in" basis, subject to the provisions of the Policy.

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- The Library reserves the right to cancel a reservation if the space is required for its own use. Every effort will be made to give adequate notice of such cancellation.

- Glenview Public Library does not provide study room space for tutoring and other paid professional services

Provisions

- Study room assignments are made by staff based upon the number of individuals in the group.

- Sign-in for use of the study rooms is required. Those wishing to use a study room in the Youth Services Department must register at the Youth Services Desk; those wishing to use a study room in the Reference Services Department must register at the Reference Desk.

- A valid library card or photo identification is required at sign-in.

- The identification card of the person who signs for the room is held by staff while the person or group is using the study room.

- If a group that has reserved a study room is not present by ten minutes past the start of the reserved time, the room may be assigned to another group or individual that is waiting.

- There is a two-hour time limit on the use of the study rooms. Library staff may extend use of a room beyond this limit when no one is waiting. Extensions are limited to one hour at a time.

- When a person or group is asked by staff to relinquish a room, a one-hour waiting period is instituted before that person or group may be assigned to another study room, depending upon room availability.

- The person who signs for the room is responsible for appropriate use of the room, and for ensuring that the room is left in good condition upon vacating.

- If the person who signs for the room leaves the group and retrieves their identification before the reservation time expires, another member of the group must leave identification in its place, and the group reservation time will not be extended.

- The Library is not responsible for individual belongings left in the room. Items left unattended shall be removed. All unclaimed items shall be left at the Circulation Desk "Lost & Found."

- Laptops or personal computers, and other electronic devices may be used in the study rooms, provided the volume controls on such devices are adjusted so as not to interfere with others in the Library.

- Misuse or damage of the study rooms shall result in the loss of study room privileges. Destruction or defacement of Library property will not be tolerated and the room user will be required to bear the cost of any damage to the study room.

- Projects that involve materials including, but not limited to, glitter, paint, glue and other craft materials are not deemed appropriate for use in Library study rooms.

- There shall be no food in the study rooms. Covered beverages only are allowed.

- All users of Glenview Public Library Study Rooms are subject to the Library's Behavior Policy.

Reservations

- Failure to notify the Library of a cancellation may result in loss of study room privileges.

- Patrons must vacate any study room if another reservation is scheduled for that room.

- If the room is vacated prior to the reservation's end time, the time will be made available for other users.

Rules of Use

- Furniture may not be brought into or removed from a study room without approval from Library staff.

- Study room users shall keep the noise level to a minimum and shall not disrupt other users of the Library. If the noise level disrupts other users of the Library, the individuals causing the excessive noise shall be removed from the study room or the Library.

- Patrons who leave the room unattended for more than fifteen minutes will forfeit their reservation.

- Patrons who use the study rooms are expected to leave the rooms in their original order.