

Policy and Procedure Manual	Section B 2
Public Policy Study Room Policy	<p>Issued: September 20, 2004; amended October 18, 2004; amended January 16, 2012, amended February 12, 2014; ratified March 17, 2014; re-approved August 18, 2014.</p> <p>Approving Authority: Board of Library Trustees</p>

### **Study Room Policy**

The study rooms of the library are for use by small groups or individuals for quiet study and/or work on team projects. The rooms are not available for regularly scheduled classes. Use of these rooms should be consistent with the objective of the library, which is to provide for all ages, a suitable environment for research, study, reading and learning.

Library study rooms may not be used to distribute or sell goods or services of any kind, including, but not limited to, paid tutoring services.

Use of the study rooms will be arranged at the Juvenile Reference Desk on the first floor and Computer Help Desk on the second floor. Study rooms may be used as they become available on a first-come first served basis but Orland Park Public Library residents will be given priority. A waiting list will be kept if the rooms are occupied. No advance registration will be taken.

Study rooms are equipped for four, six and/or eight people. No extra chairs will be allowed without prior approval from library staff. Activities in a study room should not materially or substantially interfere with the proper functions of the library. Prohibited activities include: causing excessive noise, creating safety hazards or security risks, and creating other disturbances that violate the Library Patron Behavior Policy.

All individuals are responsible for the condition of the rooms they occupy and should return furniture to the original arrangement. Repair costs to fix any damage to the room will be charged. All individuals in the room are responsible for the behavior of others using the room during their session.

Study rooms may be used for two hours. The length of these sessions may be extended if no other patrons are waiting to use the rooms. A designated individual in the group using a study room must leave a personal ID or his/her valid Orland Park Public Library card at the desk (i.e. valid driver's license, current library card, student ID). The names of all the individuals using the study room must be given at the desk.

The Board of Library Trustees reserves the right to amend this policy at any time. The library may also deny access to the study rooms to groups that have failed to follow the rules and regulations for the rooms' use.