

Policy and Procedure Manual	Section B.2
Public Policy Study Room Policy	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; Amended April 16, 2018 Approving Authority: Board of Library Trustees

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 Youth Area 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. A waiting list will be kept if the rooms are occupied. No advance registration will be taken.

Study rooms are equipped according to fire code occupancy no extra chairs will be allowed. 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. When the two-hour time limit expires, rooms will convert to a first-in-first-out policy as administered by library staff. On the 2nd floor, a designated individual in the group using a study room must present a valid, photo ID to staff (i.e. valid driver's license, state ID, student ID). On the 1st floor, a valid Orland Park Library Card will also be an acceptable form of ID for study room use.

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.