

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; amended August 18, 2014; amended April 16, 2018; amended September 21, 2020; amended January 15, 2024</p> <p>Approving Authority: Board of Library Trustees</p>

Study Room Policy

Library study rooms are for use by Orland Park Public Library cardholders alone or in small groups for quiet study or work on team projects. Subject to availability, rooms may be used by non-residents on a first-come, first-served basis for one session per day. Use of these rooms should be consistent with the objective of the Library, which is to provide a suitable environment for research, study, reading, and learning for all ages.

Six adult study rooms are available to patrons 18 and older. At least one member of the group must present a photo ID (i.e. valid driver's license, state ID, student ID) to staff.

Two Teen Loft study rooms are available to 6th-12th graders. Six Children's Library study rooms are available to patrons 17 and younger and their caregivers. Either a valid library card or school ID are acceptable forms of ID for using youth study rooms.

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.

The individual who reserves the room must remain in the room for the duration of the reservation. They are also responsible for the condition of the room and the behavior of those using it and will be charged any repair costs for damage. Rooms are equipped per fire occupancy code and no extra chairs are permitted. The Library retains the right to monitor users in study rooms to ensure adherence to library regulations.

Study Room users must abide by this policy, the Patron Behavior Policy, and the Study Room Rules. If these are not followed, the Library reserves the right to dismiss the group from the room and/or library or deny access to the rooms. The Board of Library Trustees reserves the right to amend this policy at any time.