

Policy and Procedure Manual	Section B 2.1
Public Policy Adult Study Room Rules	Issued: September 20, 2004; updated January 2024; updated February 2026 Approving Authority: Administration

## **Adult Study Room Rules**

1. Orland Park Public Library cardholders may reserve a 2-hour study room session up to one week in advance.
2. Only same day, in-person use is permitted for non-Orland Park Public library cardholders.
3. Patrons may make one reservation per day. Additional reservations may be granted at staff discretion depending on availability.
4. Reservations will be held for 15 minutes. After 15 minutes, the reservation will be marked as a no-show. Three no-shows in a 30-day period may result in the loss of reservation privileges for 30 days.
5. When a session expires, the individual or group may remain in their room until a new individual or group reserves the room.
6. Extended time may be arranged if coordinated with library staff.
7. Users are asked to be mindful and refrain from activity or volume that disturbs others.
8. The person who books the room must stay in the room for the entirety of the session. Individuals and groups must remain in their assigned room. Once a room has been assigned, no switching of rooms is permitted.
9. If a room is unoccupied for 15 minutes or longer, it will be considered vacated. After a reasonable attempt to locate the room occupants, all personal items will be taken to Lost and Found, and the room will be made available to others.
10. Rooms must be vacated 15 minutes before the library closes.
11. When finished, rooms must be returned to their original condition and whiteboards erased.
12. There is no fee for study room use, however, the individual who reserves the room is responsible for the condition of the room and the behavior of those using it and will be charged any repair costs for damage.

13. Patrons must abide by the Study Room Policy and the Patron Behavior Policy. If these policies are not followed, the library reserves the right to dismiss the group from the room and/or library or refuse use of the rooms.