



## Study Room Policy

### Purpose

The Carol Stream Public Library provides the use of study rooms as an additional service to Library users under policy established by the Board of Trustees. The study rooms are available during normal Library hours for high school students and adults.

### Use Policies & Guidelines:

- Study room usage is free of charge service and may be reserved by Carol Stream Public Library cardholders for up to 1 week in advance.
  - For library users without a (CSPL) card or those without reservations, study rooms are on a first come first served basis.
  - Reservations can be made by cardholders, online, at the reference desk in person, or by emailing or calling the reference desk.
- Study rooms are for high school students and adults. Younger children must be accompanied by an adult, at all times during the use of the study room.
- Study rooms can be reserved by cardholders for up to a maximum of 2 hours. If a reservation has ended and no has reserved the room, a patron may continue to use the room. If a reservation is made, the patron whose reservation has ended will be asked to vacate the room.
  - Non-cardholders who receive a room are allowed a 1-hour maximum time reservation, but may continue using the room if no other requests or reservations for the room are made.
- If a user arrives early for their reservation, he or she may check in at that time providing no one else is using the room.
- Patrons reserving a room must use the study room they have reserved or been assigned.
- The user booking the study room is responsible for the actions of additional guests they choose to bring in the room.
- Reservations are limited to 1 per day.
- Exiting the study room, and/or library for an extended period of time, the room will be considered vacant and available for another user.
- Group reservations can not extend study room use time with multiple library cards nor reserve consecutive time slots.
- Reservations are held for 10 minutes past the scheduled time before the room may be released to another user.
- No food is allowed in the study rooms, and drinks must be covered.
- Room capacity limits will be enforced and furniture is not to be moved.
- Select study rooms are equipped with dry erase board and tv monitors for connecting to devices. Ask the reference desk to borrow markers or connecting cables.
- Outside markers, craft supplies such as paint, glue, are not allowed in the study rooms.



- All users of the Carol Stream Public Library study rooms are subject to the Library's Behavior Policy.
- Library staff reserves the right to deny study room use to any individual or group violating the posted guidelines for use and/or any Carol Stream Public Library policies.
- Library staff reserve the right to limit or change room assignments based on group size or room capacity.
- Special accommodations may be granted by the Adult Services department staff. If possible please request accommodations prior to reserving a room or visiting the library.