



STUDY ROOM POLICY (#371)

I. PURPOSE

The Study Rooms in Adult and Youth Services are intended for use by individuals or small groups. This policy provides guidelines for advance reservations and walk-in use.

II. ENDORSEMENT

Use of a Study Room by outside groups/organizations does not constitute the Library's endorsement of viewpoints expressed by participants. No advertisement or announcement implying such endorsement will be permitted.

Any flyer, brochure, or press release announcing an event or meeting in a Library Study Room must include the following statement: "Sponsored by (name of organization). This program/meeting is neither sponsored nor endorsed by the Warrenville Public Library District."

III. FEES

There is no fee to use a Study Room.

IV. RESERVATIONS AND SCHEDULING

- A. Must be 8 years or older to make a reservation. This is in accordance with Library Use Policy (No. 320).
- B. A Study Room may be reserved for use only during the hours that the Library is open for public service.
- C. Advance Reservations
 - Warrenville Library members may reserve Study Rooms up to 7 days in advance through the Library's website, visiting in person, or by phoning either the Adult or Youth Services Desks.

- All other visitors may make same day reservations in person or by phoning either the Adult or Youth Services Desks.

D. Walk-in Reservations

- Depending on availability, Warrenville Library members and all other visitors may make a walk-in reservation for immediate use.

E. Reservations are allotted in 15-minute increments, with a maximum reservation time of 3 hours. However, time may be extended beyond the reserved time if the Study Room has not been reserved or requested by another user.

F. To ensure a fair distribution of rooms among library visitors, there is a general limit of 1 reservation (advance or walk-in) per day, though if there are no advance reservations and no first-time walk-ins waiting, an individual wishing to use a Study Room a second time in the same day may be allowed to do so.

G. Reservations will be held for 10 minutes after which time the reservation will be forfeited.

H. Study Room users must vacate prior to the next advance reservation or within 10 minutes of the arrival of a walk-in reservation.

I. The Library may reserve a Study Room at any time for meetings or programs sponsored or co-sponsored by the Library.

V. ROOM CAPACITIES AND INCLUDED EQUIPMENT

All Study Rooms are equipped with a whiteboard, dry erase markers and erasers (except YS Study Room 3); a TV monitor with HDMI cable for plugging in devices; and outlets for charging devices.

Maximum capacity of rooms may not be exceeded and takes into consideration the table and chairs in the room:

A. Youth Services

- YS Study Room 1: 4 persons
- YS Study Room 2: 4 persons
- YS Study Room 3: 4 persons

B. Adult Services

- AS Study Room 1: 3 persons
- AS Study Room 2: 4 persons
- AS Study Room 3: 6 persons

VI. OTHER RULES & RESTRICTIONS

- A. Users must abide by Policy No. 320 Library Use.
- B. Covered beverages are permitted. Food is not permitted in Study Rooms, but may be eaten in the designated areas of the library.
- C. Study Rooms must be left clean and orderly, including erased whiteboards.
- D. If a user has three or more no-shows in a four-week period, their reservation privileges will be suspended for three months.
- E. Equipment in a Study Room (HDMI cable, markers, etc.) may not be removed from the room.
- F. Furniture may not be added or removed from a Study Room except in special circumstances as directed by staff.
- G. Study Rooms are not soundproof or private. Use caution and consideration when displaying personal data on the TV screen or making private calls.
- H. The Library retains the right to monitor all activity in Study Rooms. Covering of the door and/or windows is not permitted.
- I. At the discretion of the Executive Director, Study Room privileges may be suspended for violation of this policy.

Adopted: 10/21/2015

Revised: 11/15/2017, 6/18/2025, 3/18/2026