

## Study Room Policy

The Itasca Community Library provides four (4) designated study rooms for individuals or small groups to meet, study, or have a quiet space to work during regular library hours.

The study rooms are available for use during the library's regular hours in two (2) hour increments for work or study. All users of the study rooms must follow and adhere to Library policies, including but not limited to the Library Patron Conduct Policy. By reserving a study room the user of record is responsible for the behavior of others using the room during their reserved session. Persons who misuse the study rooms or violate Library policies will be asked to leave. Personal articles in the room or left in the room are the responsibility of the user. Library study rooms may not be used to distribute or sell goods or services of any kind. Library study rooms are not intended to be the regular meeting site of a group or organization. All minors using the study rooms under the age of 12 must be supervised by an adult.

To reserve a study room:

- A patron may make a reservation in person or by telephone. The name of the patron using the room must be given.
- Reservations are accepted on a first-come, first-served basis up to seven days in advance.
- Upon arrival, patrons must sign-in at the Adult Help Desk.
- Study rooms can be reserved for a maximum of two (2) hours. If a patron wishes to stay in the room after their reservation has expired, and no other reservations have been made, the patron may do so. If the room is reserved by another patron, however, the patron using the study must vacate. It may be possible to be moved to another study room if one is or becomes available.
- If a patron arrives early for a reservation, the patron may sign in at that time if the study room is available.
- A patron should call the Library in advance if unable to make the reservation. If the patron does not call or show up within the first ten minutes of a reservation, the time slot will be made available for another patron.

A suspension of study room privileges may result if a patron repeatedly abuses the system by scheduling and/or canceling reservations in a manner that essentially deprives other patrons of the use of the rooms.

From time to time additional quiet study space may be available in the East Meeting room. This room typically requires a reservation but can be used as an additional study space when it is not in use for other meetings or programs. Use of the East Meeting room is at the sole discretion of the Library Director or Department Head in charge.