

First Reading: March 16, 2023
Second Reading & Approval: April 20, 2023



STUDY ROOM POLICY

The Joliet Public Library provides study rooms to serve the needs of the community. Use of study rooms is governed by this policy as established by the Board of Trustees. The Board of Trustees of the Joliet Public Library will periodically review the Study Room Policy and reserves the right to amend this policy at any time. As chief administrator for the Board, the Executive Director has full-discretion in determining what practices are in the best interest of the Library and is authorized to act accordingly. The Board also authorizes the Executive Director or appointee to coordinate the use of study rooms and to waive regulations under appropriate circumstances.

PRIORITY OF USE

Study rooms are available for two hours on a first-come, first-served basis with priority given to Joliet Public Library cardholders.

LIMITS OF USE

Each study room has a capacity limit.

There is no guarantee of a silent atmosphere; however, study room users are asked to be respectful of other patrons and to follow the Library's Rules of Conduct Policy regarding noise levels.

Extra time may be accommodated, if there are no patrons waiting to use the study rooms.

The Library reserves the right to modify this Policy and to change or cancel Study Room access as necessary.

REQUESTING A ROOM

Patrons wishing to use a study room must check-in with a staff member. Study room users are asked to notify staff when they are finished using the space.

FAILURE TO COMPLY

Failure to comply with this Study Room Policy and with all Library policies, may be grounds for suspension of study room and Library privileges.

DAMAGES AND LIABILITY

Study rooms come “as is.” Staff will not provide further amenities.

The Library is not responsible for personal possessions left unattended in a study room.

After use, study rooms may be inspected for condition. Users are responsible for willful or accidental damage to the building, collections, and furniture. Furniture needs to stay in-place. Waste must be placed in appropriate garbage or recycling receptacles.

Patrons using study rooms understand that they take full responsibility for their actions and the actions of all members of their group. They will be accountable for violations of this policy and the Rules of Conduct Policy.

APPEAL AND REVIEW

Appeals for changes or exceptions to the Study Room Policy will be considered. Please file a written appeal to the Executive Director and they will respond within 10-business days. Changes to the Policy must be approved by the Joliet Public Library Board of Trustees.