

Approval: June 2024



## **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.

### **USE GUIDELINES**

- Study rooms are reserved in two-hour increments. If no other patrons are waiting, time may be extended in one-hour increments.
- Patrons may reserve a room once per day.
- Study rooms may be reserved by JPL cardholders up to two weeks in advance.
- Each study room has a seating capacity limit.
- Walk-in requests are filled on a first come, first served basis.
- Staff may direct patrons to certain rooms based on Library activity or seating capacity.
- There is no guarantee of a silent atmosphere. Patrons using study rooms must comply with the Library's Rules of Conduct Policy.
- The Library reserves the right to modify this Policy and to change or cancel access as necessary.

### **CANCELLATIONS**

- Patrons are asked to provide at least 24-hour notice when canceling a reservation.
- Patrons are allowed a 15-minute grace period to check into their study room before their reservation is canceled.

### **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.