



# Elmwood Park

PUBLIC LIBRARY

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## Study Room Policy

The Elmwood Park Public Library has five study rooms that are intended for private study and available for public use by small groups or individuals. There are two rooms in Kids & Teens, and three rooms in Adult Services. Should any group require a larger space, they should inquire with staff regarding booking a meeting room.

### To Reserve a Room

- Staff members in either Kids & Teens or Adult Services will reserve Study Rooms in person, by phone, email or through our website.
- Study Rooms may be reserved up to two weeks in advance.
  - Study Rooms may be reserved by a particular group or individual only one time per day. Rooms will be monitored for overuse and reservation no-shows and other restrictions may be added at staff's discretion.
  - Reservations will be held for 15 minutes after the intended start time. After that, the Study Room will be passed on to others who may be waiting.
  - Each reservation will be for a maximum of two hours. Time may be extended at the discretion of staff, if there is no one else waiting. Additional time will be granted as requested by patron, but will be limited at two-hour increments.
- ID requirements for study room use: a photo ID, school ID, or Library card. At the discretion of the staff, in lieu of ID, name and phone number of each person in the group may be accepted.

### Adult Services Study Rooms

- There are three Adult Study Rooms. Study Rooms **A1** is a 2-person room, and Study Rooms **A2** and **A3** are 4-person rooms. Staff will enforce these limits.
- The Adult Services Study Rooms are for priority use by adults and High School students. Middle school students may use the room, as available, at the discretion of staff.

### Kids & Teens Study Rooms

- There are two Kids & Teens Study Rooms. Study Room **Y1** is a 8-person room, and Study Room **Y2** is an 4-person room. Staff will enforce these limits.
- The Kids & Teens Services Study Rooms are for priority use by middle school and younger aged children.

- In order to use the rooms, children under age 7 must be accompanied by a designated caregiver.
- Adults may use the Kids & Teens Study Rooms from 9:00 a.m. to 3:00 p.m. on days when school is in session. After 3:00 p.m. they will be used by youth only and may not be used by adults, unless accompanying a child.

### **Room Requirements and Restrictions**

- Doors to the room will always stay locked. Staff will hold the key to the rooms. Staff will reopen the doors for anyone that needs to leave the room. While doors will remain locked, the Library is not responsible for any loss or damage to items left behind.
- All those using the rooms must comply with all rules of behavior set forth in the Library's Behavior/Code of Conduct policy. Staff may limit or restrict use based on any infractions. Prohibited behavior includes:
  - Moving furniture in and out of the room, or misuse of furniture
  - Use of food and non-covered beverages
  - Disruptive behavior
- Please make sure to gather and take all of your belongings when you are finished and clean the room. Those who leave behind debris, or damage the room, may lose their privileges.

### **Staff Procedures**

- Staff will use Evanced to make the Study Room reservations.
- After an individual or group is done with a Room, staff is responsible for checking the Room before the next usage to make sure the Room is in good order, and that nothing is left behind.

### **Policy Review and Revision**

Elmwood Park Public Library Board of Trustees will review this document at least biennially. Approved and Adopted by Library Board, March 20, 2014; May 19, 2016; April 18, 2019