



## Study Room Policy

The Woodridge Public Library provides study rooms for use by individuals or small groups. Use of these rooms does not constitute Library endorsement of the views of the people using these rooms. Those who do not comply with the Study Room Policy may lose their access to the rooms.

Study rooms cannot be used for public meetings and it is expected that use of study rooms will not be publicly advertised. The maximum capacity of the rooms is between one and six, depending on the size of the study room. Each study room is labeled with its maximum capacity. Those meeting in a study room are expected to directly communicate with each other as to the room number, day and time of meeting. The Library does not post meetings taking place in a study room.

### Adult & Teen Department Study Rooms:

- Adult & Teen Study Rooms are for use by individuals or small groups.
- Rooms use may be granted for up to 3 hours **based upon availability**. Sessions may be extended if no one is waiting.

### Children's Department Study Room:

- The Children's Study Room is restricted to use by children 11 years old and under when accompanied by an adult.
- The Children's Study Room is restricted to use by small groups of two or more, **not for individuals**.
- Room is for use by children engaging in study or activities for children.
- Room use may be granted for up to 1 hour **based upon availability**. Sessions may be extended if no one is waiting.

### ALL Study Rooms at the Woodridge Public Library:

- An ID will be taken at the time the room is assigned.
- Rooms may be booked up to 7 days in advance.
- Rooms will be held for 15 minutes after the reservation time. After 15 minutes, the room will be given to others who are waiting.
- Individuals 11 years and under must be accompanied by a person at least 18 years of age.
- Rooms are not soundproof. Everyone is expected to show consideration for those in adjoining rooms/spaces. Loud or disruptive behavior will result in everyone being asked to leave the room and possibly the Library.
- Each person in the room is responsible for the behavior of others in the room.
- Patrons must remain in the study room. Should a patron need to leave the room for any reason, they must return in no more than 10 minutes. Once a room has been vacated for more than 10 minutes, the Library reserves the right to remove the user's belongings without assuming responsibility or liability thereof and to reassign the study room to an available status.
- Doors must be unlocked and lights must be on at all times.
- No extra chairs are allowed without Library staff approval.
- Rooms must be left neat and clean.
- Only non-alcoholic beverages are allowed in the room.
- The Library is not responsible for loss or damage to personal items in the study room.

*Library staff shall develop such rules and procedures as are necessary to ensure Study Room Policy compliance.*

Approved by the Woodridge Public Library Board of Trustees on 3/20/24