



BARTLETT PUBLIC LIBRARY DISTRICT STUDY ROOM POLICY AND GUIDELINES

The Bartlett Public Library District provides the use of study rooms as an additional service to Library users under policy established by the Board of Trustees.

PERMISSIBLE USAGE

Seventh-grade students or older are eligible to use the rooms. You must check in at the Adult Services desk before proceeding to the room.

HOURS

The study rooms are available during normal Library hours.

SCHEDULING

- A. A patron may make a reservation two days in advance, in person or by telephone for study rooms 2 & 3 only.
- B. Study rooms 1, 4, and 5 are available on a first-come, first served basis.
- C. The study rooms are reserved in half-hour blocks. Reserved time may not exceed two hours per day.
- D. If the user wishes to continue to use the room after the reserved time has expired, and if no one else has signed up to use the room during the following hour, the user may do so. This extra time will not count against the reserved time.
- E. If a user has reserved time and arrives early, he or she may check in at that time providing no one else is using the room.
- F. The user should call the Library in advance if unable to make their appointment. If the user does not call, the room will be held for fifteen minutes, after which the user will forfeit the full amount of their reserved time. That time slot will then be available for another person. A suspension of study room privileges may result if a user repeatedly abuses the system by scheduling and/or canceling reservations in a manner that essentially deprives other patrons of the use of the rooms.
- G. In support of *Literacy DuPage* and *The Literacy Connection*, the Library staff can book standing reservations in blocks of three months at a time.
- H. If users of a study room leave the room for more than ten minutes, the room will be considered vacant and available for re-booking.

REGULATIONS

- A. Occupancy limits based on study room size have been set by the Bartlett Fire Protection District and range from two to six people depending on the particular room. Only those who have checked in at the Adult Services Desk are allowed in the room.
- B. Individuals who are disorderly or who fail to comply with Library regulations will be asked to leave.
- C. Individuals using the study rooms will be billed for any damages to furnishings and/or equipment and lose the subsequent right to book the room.
- D. Food is not allowed in the study rooms. Covered drinks are allowed.