

# ***Warren-Newport Public Library District***

*Lake County, Illinois*

## **Board of Trustees**

### ***Policy 3053***

#### ***Study Rooms***

Adopted: July 19, 2011

Reviewed/Revised: April 17, 2012; September 17, 2013; October 21, 2014; April 18, 2017;  
May 21, 2019; October 17, 2023; November 21, 2023; August 20, 2024

#### **ARTICLE 1. FACILITIES**

The Warren-Newport Public Library (WNPL) has six (6) study rooms that are available during normal Library hours for individual or small group use for study, projects, or meetings:

Study Room 1	(maximum of 6 people)
Study Room 2	(maximum of 6 people)
Study Room 3	(maximum of 10 people)
Study Room 4 Vanderbosch	(maximum of 1 person)
Study Room 5 Kirk	(maximum of 3 people)
Study Room 6 Yoder	(maximum of 10 people)

#### **ARTICLE 2. RESERVATIONS**

Study rooms may be reserved in advance or on the day of use by telephone, online, or in person.

Advance Reservations (up to one (1) month in advance) may be made by telephone or online. Advance reservations made online require a valid Warren-Newport Public Library card. Advance reservations made by telephone do not require a library card.

Day-of Reservations may be made without a library card. Walk-in requests may be made at the Library's self-service kiosk or any service desk if a study room becomes available. Phone reservations may be made by calling the Library directly at (847-244-5150) during open business hours.

Any individual or group is limited to one (1) room for two (2) hours per day. Reservations will be held for fifteen (15) minutes past the reservation time before the room is released to another user.

#### **ARTICLE 3. GUIDELINES FOR USE**

- Individuals or group representatives must check in at the Information Desk prior to using a study room.

- The time limit for each study room session is a maximum of two (2) hours. Patrons may stay longer if no one else requests the use of the room. Library staff will notify patrons if the room is needed after their reservation expires. Patrons are expected to vacate the room at that time.
- While the study rooms are designed for group use, they are not soundproof. Please be considerate of other library users and maintain reasonable noise levels. The door should be closed when the room is occupied. If noise levels remain a disruption after being addressed by library staff once, an individual or individuals may be asked to leave.
- Study rooms must be left in clean condition with all furniture arranged as it was when the users entered the room.
- Study room windows may not be covered at any time.
- Room capacity limits will be enforced, and furniture should not be moved. No furniture may be moved into or out of any study room.
- A study room may be reassigned if it is left unattended for more than fifteen (15) minutes.
- Study rooms must be vacated before WNPL is scheduled to close.
- Warren-Newport Public Library District assumes no responsibility for unattended personal belongings.
- WNPL reserves the right to remove personal belongings from a vacant study room.
- The Library reserves the right to cancel any existing reservation and/or deny permission to use a room.

#### **ARTICLE 4. LOSS OF PRIVILEGES**

WNPL reserves the right to revoke study room privileges following any policy violation for a period of time determined by the severity of the offense.

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