

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

*This policy was subject to search and replace terminology changes *only* rather than a full review.

ARTICLE 1. FACILITIES

The Warren-Newport Public Library (WNPL) has six 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	(maximum of 10 people)

ARTICLE 2. RESERVATIONS

Study rooms may be reserved at the Adult Services Desk by telephone or in person by an individual or a representative of a group up to one (1) month in advance. Advance reservations are recommended; however walk-in requests will be honored when a room is available. 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 Adult Services Desk prior to using a study room.
- No food is permitted in study rooms. Beverages are allowed only in covered containers.
- 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.
- The number of people in any study room may not exceed the maximum for that room.
- 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 fifteen (15) minutes 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.

ARTICLE 4. LOSS OF PRIVILEGES

Failure to abide by the guidelines governing the use of study rooms may result in the loss of study room privileges. Violations of Policy 3060 Standards of Public Conduct, including damage to study rooms or to the furnishings in the study rooms, may result in loss of Library privileges.
