

5.11 STUDY ROOM POLICY

The Bellwood Public Library provides study rooms for use by Bellwood Library patrons ages 18 and above based on availability. Reservations can be made up to seven (7) days in advance in person or by phone and are made on a first come, first serve basis. Walk-ins are also allowed. Room capacities vary depending on the room.

The study room can be booked for two (2) hours within a 24-hour period, and if no one is waiting, the group or individual may request additional 1-hour increments, up to four (4) hours total. As with all library meeting rooms, priority will be given to library and library-related or sponsored activities and functions.

All Study Room users are expected to engage in activities associated with the use of a public library and must abide by the Library Conduct Policy (Rules for Patron Behavior) and all other Library policies. All users of a Study Room are responsible for damage or loss that occurs to the Library facilities or to Library materials, equipment, furnishings, floor coverings and other Library property. Study room use must not disrupt Library users, staff or the normal operations of the Library or create an unsafe environment.

Failure to comply with Library policies will be grounds for suspension or revocation of Study Room privileges. The Library retains the right to monitor all activities on its premises to ensure compliance with all Library policies. Library staff must have free access to Study Rooms at all times.

Attendance in Study Rooms may not exceed room capacity as posted therein. The Library reserves the right to cancel or change Study Room reservations and the right to alter, amend, modify or otherwise change this Policy at any time, with or without advance notice.

The Library Director is authorized to establish reasonable rules and regulations governing the use of Library Study Rooms. The Library Director is the final authority in determining use of Library Study Rooms.

Groups or individuals are responsible for securing all personal belongings for the duration of Study Room use, and Study Room occupants must exit the room at the end of their reserved room period or at library closing time, whichever occurs first.

General Rules & Regulations:

1. Library staff will notify the users of Study Rooms when it is 15 minutes before the time set for the end of their reserved Study Room period.

2. The Library cannot and does not provide storage space for equipment or supplies nor can it supply assistance with bringing supplies into the facility.
3. All outside equipment and material brought in by the user of the Study Rooms must be removed from the premises immediately at the conclusion of the reserved Study Room period.
4. Individuals under eighteen years of age in the study room must be attended by an adult at all times.
5. Study Rooms are intended for the purposes of quiet study and discussion by individuals or small groups. Social events are prohibited in the Study Rooms.
6. Study Rooms are not intended to be the regular meeting site of any group or organization or for any use of a primarily commercial nature. Buying, selling, advertising or trading products or services, other than educational services or a paid tutor, are prohibited.
7. Food or uncovered beverages are not allowed in Study Rooms.
8. Study Rooms will be held for up to 15 minutes past their start time and will then be cancelled and made available for others.
9. Unlawful activity is grounds for suspension or revocation of Study Room privileges and the police will be called.

Adopted 4/11/2023;

Revised 5/16/2023.