



Book	Operational Guidelines Manual
Section	Operational Guidelines Manual
Title	Study Room Policy
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Study Room Policy

The Mokena Community Public Library District provides study rooms to serve the needs of the Library and the Mokena community. Use of the study rooms is governed by the policy established by the Library Board of Trustees and applicable rules or regulations adopted by the Library. The Executive Director of the Library, as the executor of the policy for the Board of Trustees, has the discretion in determining what use is "in best interest of the Library" and is authorized to act accordingly, including limiting the use of the study rooms by the individuals whose activities interfere with the Library operations, adversely affect public safety, or cause public disturbances. The Board of Trustees may modify, amend or supplement this policy as it deems necessary and appropriate.

RESERVING A ROOM

Individuals in 9th grade and older should visit the Customer Service desk to request the use of a study room. Study rooms are available for use during the Library's open hours only. Rooms will be vacated 15 minutes prior to the library closing. Reservations will be taken Monday thru Saturday. Study rooms are available in two hour intervals per day at no charge for Library Patrons. Study rooms may be reserved with either a Library Card or valid Photo ID. Each study room can accommodate four individuals. Study rooms may be reserved up to one week in advance by phone or in person. Study rooms may be used as they become available or through reservation but, Mokena Community Public Library District cardholders will be given priority. An individual or group may have no more than one advance reservation. Groups may not obtain additional sessions by having different members of the group make a reservation for the same, substantially the same or similar groups.

LIMITS OF USE

There is no guarantee of a silent atmosphere inside each study room due to their proximity to one another; however, users of each study room are asked to be respectful of the other patrons in adjacent study rooms and the Library's Patron Code of Conduct Policy regarding noise will be adhered to.

PROCEDURES

Upon arrival, individuals requesting the use of a study room must check in with a library staff member. Availability will be reviewed and the reservation will be taken if all the study rooms are in use. Study room users are asked to notify Library staff when their session is finished. The room will then be inspected to make sure it is in good condition. Groups may not rearrange Library furniture. Signs and decorations may not be taped or stapled to walls or doors. Study rooms are to be left as they are found. Waste must be placed in the appropriate garbage receptacles. No open drinks are allowed in the study rooms. Once a study 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 unless notification has been given to the Reference Desk.

CANCELLATIONS

No person or group may assign its reservation to another person or group. Individuals are asked to inform a staff member if a study room is no longer needed so that it can be reassigned to an available status. Patrons who have not arrived within 15 minutes of the scheduled start time will be considered a no-show and the reservation will be removed. Patrons who show up late will not have an extended reservation unless there is no additional reservation for the study room. A patron with two recorded no-shows will have study room privileges suspended for a period of two weeks.

DAMAGES AND LIABILITY

The Library is not responsible for possessions left in the study room or moved by the staff to another location.

Mokena Community Public Library District cardholders who book a room understand that they take full responsibility for the actions of themselves and anyone in their group and will be held accountable for violations of the policy or the Library Patron Code of Conduct Policy.

The Library is not responsible for lost, stolen, or missing IDs used with the reservation of the study room.

APPEAL AND REVIEW

The Board of Trustees of the Mokena Community Public Library District will review the study room policy and regulations periodically and reserves the right to amend them at any time. The Board authorizes the Library Director to waive regulations under appropriate circumstances. The Executive Director is the chief person empowered to make decisions regarding availability and use of the study room. The Executive Director has delegated authority to approve study room requests to the staff.

Any appeals for changes to, exceptions to, any portion of the study room policy will be considered. An individual wishing to file an appeal shall submit it to the Executive Director in writing.