I. PURPOSE

Naperville Public Library has group study rooms available for public use. The Library’s group study rooms are designed to meet the needs of patrons who want to work together in small groups for limited periods of time.

II. SCOPE

This policy applies to all rooms adjacent to public service areas in the Library’s buildings that have been designated as group study rooms by the Executive Director. Public access to meeting rooms and conference rooms is covered under Policy 320 – Public Use of Meeting Rooms.

III. PROVISIONS

A. Study rooms are available on a first come, first served basis. Sign-in for group study room use may be required. The person who signs for the room is responsible for the condition of the room upon vacating. Misuse of the study rooms may result in the loss of group study room privileges.

B. The Library reserves the right to limit the use of group study rooms to Naperville Public Library cardholders as necessary.

C. Group study rooms are generally available to groups of two or more individuals. Quiet rooms are available at the Nichols and 95th Street Libraries for individual patrons needing a quiet place to work or study. Library staff may reserve a group study room when administering an examination under the provisions of Policy 252, Examination Proctoring, or to provide other library activities or services. Library staff may permit an individual to use a group study room during off-peak periods.

D. Each group study room has a capacity limit which is posted for the room.

E. There is a one-hour per day time limit on the use of group study rooms when others are waiting for a room. Library staff may extend a group’s use of a room beyond this limit during off-peak times when no one is waiting for a room.

F. At least one person from the group must stay in the room at all times. If all group members vacate the room but leave their belongings in the room, the items may be removed and the room will be available for other users.

G. The Library’s General Rules of Conduct, Policy 310, must be observed while using the study rooms.

Approved: 4/21/04; Approved: 5/17/06; Approved: 5/21/08; Approved 5/19/10; Approved 5/16/12.