

USE OF THE EVERGREEN PARK PUBLIC LIBRARY STUDY ROOMS
STUDY ROOMS ARE LOCKED WHEN NOT IN USE
PLEASE SIGN IN AT THE ADULT SERVICES DESK

APPROPRIATE USE OF STUDY ROOMS

- Persons using the study rooms are expected to engage in activities associated with the use of a public library. All are subject to the Evergreen Park Public Library Behavior Rules.
- Study rooms are not intended to be the regular meeting site of any group or organization.
- The following uses are expressly prohibited: buying, selling, advertising, or trading products or services (other than educational services or a paid tutor) for cash or other consideration (except in support of the library); political rallies or meetings, religious services, and personal or family events.

ELIGIBLE USERS

- Study rooms accommodate small groups of up to four (4) people. Exceptions can be made at the discretion of the staff member in charge.
- An adult must accompany children under age 12.

TIME LIMITS

- Groups are limited to two (2) hour blocks of time. If no one is scheduled to use the room after one time period, use of the room can continue until someone else is waiting, not to exceed four (4) hours per day.
- Another member of the group cannot extend the time beyond two hours or exceed the maximum use per day by signing in under a second individual's name.
- The library reserves the right, based on community demand, to limit the number of days a group or individual may reserve a study room.

RESERVATIONS

- Reservations can be placed online via D!BS from the library website or accepted by telephone up to 24 hours in advance; otherwise use is on a first come, first served basis.
- All study room users must sign in and out at the Adult Services desk, and each must submit an appropriate form of ID for the duration of his or her stay. Appropriate forms of ID are: Evergreen Park Public Library card, school ID, state ID, or driver's license.
- Use of study rooms must begin within 10 minutes of start time.

BEHAVIOR

- Users are responsible for leaving the room in a neat and orderly condition. The library is not responsible for items left in the room.
- Persons discovered eating, drinking beverages other than bottled water, littering, engaging in loud or disruptive behavior, defacing library property or otherwise acting inappropriately may be asked to leave.
- Users may not move or remove furniture from the room.