

## Study Rooms

Purpose: to provide space for an individual, student group study or adult group projects/work.

Capacity: limited to posted number.

### Guidelines

**Eligibility:** Mount Prospect residents and non residents who work in Mount Prospect businesses, schools or government. ID will be requested for verification.

**Time limit:** Two hours

**Reservation:** Patrons may reserve a room at the Registration, Youth or Information Services Desks.

- First come, first serve.
- Reservations may be made one calendar day ahead.
- Reservations are held for fifteen minutes.
- Youth Department rooms will be available to adults without children only at times when school is in session and will not be available after school, on weekends or during school holidays or breaks.
- Patrons will report to staff at either the Information Services Desk or Youth Services Desk, as appropriate, who will verify the reservation.
- Walk-in users must yield rooms to patrons who have made reservations. Patrons occupying the study room while a patron with a reservation is waiting will be given a 5-minute notice by staff to yield the study room.

**Quiet Study Rooms:** These rooms are for quiet study only. No conversation will be permitted. Audio equipment must have headphones and the volume low enough that it cannot be heard beyond that of the user. Cell phones and pagers are to be set to silent or vibrate or turned off.

Study room privileges may be terminated for inappropriate use.

### Unattended Items:

- Items which are left unattended in the Study Room for more than five (5) minutes, or when a reservation has ended, will be taken to the Registration Desk on the first floor of the Library.

### Administrative Modification March 2009

Admin. Modification February 2008

Admin. Modification August 2007

Admin. Modification May 2007

Approved: 10/21/04