



Round Lake Area Public Library
906 Hart Road
Round Lake, IL 60073
847-546-7060
www.rlalibrary.org

Study Rooms Policy

The library has 2 study rooms available for public use. These can be used by individuals or by groups with a maximum of 4 people in each room. The study rooms are for the purposes of quiet study and discussion.

- The Study Room and Tutor Room may be used by reserving in advance or making a walk-in reservation.
- The time limit for each study room session is a maximum of 2 hours. Patrons may stay longer if no one else is requesting use of the room. Library staff will notify patrons if the room is needed after their reservation expires.
- Library staff can exceed the time limit for partnerships, groups, or library activities.
- Youths requesting rooms must be 14 or older.
- All study rooms must be vacated 15 minutes before closing.
- Snacks and drinks are allowed in the study rooms.
- Round Lake Area Library reserves the right to ask individuals and/or groups to vacate the room if behavior is not appropriate per policies.

Reservations: To reserve a room you can use the online room request option, call 847-546-7060, or reserve in person at the Adult Services Desk.

- Each patron or group of patrons may reserve either the Study Room or the Tutor Room once per day. This includes both advance and walk-in reservations.
- Rooms may be reserved no more than 7 days in advance.
- The individual who is named on the reservation must be present for the duration of the reservation.
- Advance reservations are limited to 3 per week.
- Patrons must provide requested information to reserve the room.
- We will hold your reservation 15 minutes past your requested time. After 15 minutes your reservation will be cancelled.
- Study rooms will remain locked when not in use. All patrons reserving a room must stop at the Adult Services Desk at the beginning of their reservation to ask to be admitted to the room.

The library reserves the right to pre-empt the use of a study room for library sponsored meetings or programs, although the library will attempt to provide advance notice to the person who originally scheduled use of a room.

Endorsements: Neither the Round Lake Area Library nor its Board of Trustees endorses any position expressed by any group using the study rooms.

Smoking, Tobacco, and Alcohol Use: Both smoking and tobacco use (in any form) are not permitted in the study rooms or anywhere else on Round Lake Area Library property. Use of alcohol in the study rooms is strictly prohibited.



Round Lake Area Public Library
906 Hart Road
Round Lake, IL 60073
847-546-7060
www.rlalibrary.org

Professionals: Educational programs by professionals, e.g., physicians, financial planners, or attorneys, are permitted only when the program is sponsored as a RLAL program. A professional wishing to present an educational program should submit an application to the Adult Services Department. RLAL staff will consider these applications when planning RLAL sponsored programs for patrons.

Solicitation: Please refer to the library's Solicitation Policy.

Compliance with the Law: Study rooms may not be used for any activity that is in violation of local, state, or federal ordinances or laws, including copyright or public performance laws.

Disruptive Meetings: Meetings which interfere with normal RLAL activities and work because of noise and/or other factors will not be permitted.

Damages: Anyone using the study rooms is responsible for any damage to the room and /or equipment, furnishings (including carpet) walls, tables, chairs, artwork, and audiovisual screens and will be billed for the cost of repairs and/or replacements. The library reserves the right to restrict borrowing privileges of the person who caused damages until repairs and/or replacements are paid in full. Individuals should report any difficulties or problems with RLAL property to the Adult Services Desk.

Clean-Up: Study rooms should be left in the condition they were found. Trash should be disposed of properly in trash containers. If a group produces a large amount of trash, the person who reserved the room is expected to provide their own plastic bags and dispose of trash in the library's dumpster behind the building. Rooms should be left neat and clean and ready for the next scheduled group meeting.

Use of study rooms is available to all persons regardless of the race, creed, color, national origin, religion, marital status, sexual orientation, gender, gender identity/expression, physical appearance, physical or mental ability, socioeconomic level, education level and any other legally protected characteristics of the patron.

Adopted December 19, 2018
Amended June 28, 2023