

Policy 530.2 / Building Use

Study Rooms and Group Collaboration Room (GCR)

The Villa Park Public Library provides study rooms for individuals or small groups. The study rooms and the Group Collaboration Room are intended primarily for the use of students and non-profit groups. No products, services or memberships may be advertised, solicited, or sold in study rooms, except for educational services provided by paid tutors.

Use of a study room or the Group Collaboration Room is limited to two hours per day. Time may be extended by one hour increments when no one else is waiting for a room. A room may be reserved up to two weeks in advance. Reservations will be held for 10 minutes after the designated start time before the room is made available to another user. Rooms must be vacated 15 minutes prior to the library closing.

- The study rooms are not soundproof. Please be aware of your noise level.
- No additional furniture may be moved into study rooms without staff permission.
- Nothing may be used to cover or block glass walls or doors to obscure views.
- Study rooms must be left in the clean and tidy condition in which they are found.
- Only dry, non-perishable food and covered drinks may be brought into the rooms
- Study rooms may not be used for lying down or sleeping.

By using a room, you agree to the Public Information, Services, and Networks policy (Policy 643) and the Villa Park Public Library Patron Conduct policy (Policy 568).

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