

## **Adult Private Study Room Policy**

The Yorkville Public Library has two adult study rooms. They are located on the second floor in the adult services department. The purpose of these rooms is to provide a place for patrons to study or work collaboratively in small groups.

In addition to these rules of conduct, all other library policies will apply to the study rooms.

The following policies of the study room must be observed:

1. To use the adult study rooms, the user must be 18 years old or older.
2. Rooms may be reserved for three hours per group.
3. Reservations may be made by Yorkville Public Library cardholders only.
4. A room may be reserved not more than one day prior to the time you need it.  
Reservations may be made online, in-person, or by phone.
5. Rooms not occupied 15 minutes after the time scheduled will be made available to other patrons.
6. Walk-in use will be accommodated based on availability. Priority will be given to YPL card holders.
7. Rooms are limited to four people at a time.
8. Study rooms may be used for three hours. Sessions may be extended one additional hour if no patrons are waiting to use the room. Maximum four hours.
9. Covered non-alcoholic beverages are permitted in the study room, as are wrapped snacks (such as chips, cookies, or candy). Please recycle or dispose of trash accordingly. Foods that would be considered a meal, have a strong odor, or are messy are not permitted in the library.
10. Study rooms must be vacated 15 minutes prior to closing time.
11. Study rooms may not be used for groups soliciting or selling products or services.
12. Study rooms are not intended for commercial use.

Study room privileges may be suspended if these rules are not followed.

The Yorkville Public Library assumes no liability for personal injuries or for loss of property while in or on the library premises.