



**Glenview
Public
Library**

Study Room Policy

Purpose

The Glenview Public Library provides study rooms to support academic work and to provide a space for students to engage in collaborative and cooperative study. Study rooms also offer residents an accessible and affordable space to take conference calls or hold small meetings. Individuals who want to study or work alone should use the Quiet Study Room, carrels, or tables on the 2nd floor.

Policy

1. Study room use is free of charge and on a first come, first served basis to residents with a valid Glenview Public Library card.
2. Library staff will use a reservation system that will make booking rooms convenient and maximize the availability of study rooms to patrons.
3. Study rooms are not available for social gatherings or political activities, religious or proselytizing functions, or for the transaction of commerce (other than educational services or a paid tutor).
4. There are 7 study rooms available on the second floor in the Reference Services area with seating for 2 to 10 patrons, depending on the size of the room.
5. There are 3 study rooms on the first floor in the Youth Services area with seating for 5 to 6 patrons, depending on the size of the room. Use of these study rooms is intended to be primarily by groups that include children or activities with children.

Guidelines

2nd Floor Study Rooms Reference Services Area

1. A valid Glenview Public Library card is required to make a study room reservation.
2. Study rooms can be reserved up to one week in advance.
3. Reservations are available in 30 minutes, 1-, 1.5-, and 2-hour increments.
4. Reservations will be held for ten minutes past the reservation time before the room is

released to another user.

5. Those without a reservation may occupy a vacant study room only until a new reservation is made by a cardholder. At that time, they will be asked to leave.
6. Patrons must be at least high school age or supervised by an adult to use the study rooms on the second floor.
7. All users of the Glenview Public Library study rooms are subject to the Library's Behavior Policy.

1st Floor Study Rooms Youth Services Area

1. A valid Glenview Public Library card is required to make a study room reservation.
2. Study rooms can be reserved up to one week in advance.
3. Reservations are available in 30 minutes, 1-, 1.5-, and 2-hour increments.
4. Reservations will be held for ten minutes past the reservation time before the room is released to another user.
5. Those without a reservation may occupy a vacant study room only until a new reservation is made by a cardholder. At that time, they will be asked to leave.
6. The 1st floor study rooms are prioritized for youth. Adults with a valid Glenview Library card may use a vacant study room in Youth Services if there is not an available room on the second floor. No advance reservations by adults will be accepted for the study rooms on the first floor in the Youth Services area.
7. All users of the Glenview Public Library study rooms are subject to the Library's Behavior Policy.

Adopted by the Glenview Public Library Board September 16, 2010 Revised: July 21, 2011; November 15, 2012; March 19, 2014; June 24, 2021