

Group Study Room Policy

**Written September 11, 2012
Approved 10/09/12**

Sycamore Public Library has one group study room available in the Children's department to enable groups of three to ten people to meet for educational or informational purposes. The study room is reserved for use by children 14 years of age and younger. Children up to age 10 must be accompanied by an adult. The study room is for group purposes and may not be used by one or two individuals unless for the purpose of exam proctoring by library staff. The Library staff reserve the right to use the room for grade school programming.

At least one user of the study room must have a Sycamore Public Library card. The Study Room may be reserved up to one week in advance. Reservations are forfeited if the group is more than 10 minutes late. There is a two hour time limit. The room may only be reserved by a group one time per week. The room is available on a walk-up basis.

Sign in for the group study room is required. A valid Sycamore Public Library card must be left at the Children's desk while the group is using the study room. The person who signs for the room is responsible for the condition of the room upon vacating. Misuse of the study rooms may result in the loss of group study room privileges.

Food and covered beverages are allowed in the room. Additional furniture may not be moved into the group study room.

Those using the group study room must comply with all rules of behavior as set forth in the Patron Rights and Responsibilities. Persons found littering, engaging in loud disruptive conversation or conduct, defacing library property, or otherwise acting inappropriately and/or irresponsibly while in the study room will be required to leave the room and the library immediately and may forfeit future use of the group study room.

Reservations: Can be made at the Children's Desk.

Maximum Occupancy: 18