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Meeting Room Policy –

The Library provides the use of its meeting room as a service to non-profit community based groups/organizations under conditions established by the Board of Trustees. Library sponsored meetings or programs will have priority over all others. The following conditions apply to meeting room use:

1. All requests for meeting room use must be made by a resident of the Glen Carbon Centennial Library District who is 18 years of age or older who hold a current library card in good standing, meaning there are no overdue materials or unpaid fines.
2. Damages will be charged to the Glen Carbon library card associated with the reservation.
3. The capacity of the meeting rooms (Children's Program Room –50, Community Meeting Room –30, Conference Room –12), may not be exceeded.
4. Reservations are accepted on a first-come, first-served basis and must be submitted on the approved form at least 72 hours in advance of event. Reservations will not be taken for more than three (3) months in advance of the event.
5. Groups are limited to 15 reservations per calendar year.
6. The individual who makes the request to reserve the meeting room shall be liable for any breakage, damage or theft of any Library property caused by members or guests of the group/organization. Accordingly, this individual must be in attendance at the meeting, as they are the responsible party.
7. Children must be supervised in a ratio appropriate to age group and activity. Groups using the meeting rooms should not leave children unsupervised in the Library.
8. Meetings may be scheduled only on days/hours when the Library is open, except Sunday, due to staffing levels.
9. When a group finds it necessary to cancel a meeting, it is the responsibility of the applicant to notify the Library 24 hours in advance.
10. Material may not be removed or mounted on the walls or ceilings of the meeting rooms.
11. No smoking or alcohol is allowed in the meeting room, unless alcoholic beverages are approved by the Library Board of Trustees for Library events only.
12. Reservations for the meeting room may be made by organizations engaged in educational, cultural, intellectual, charitable, advocacy, civic, religious, or political activities. Programs involving the sale, advertising or promotion of products or services or programs, as well as personal or family activities are prohibited.
13. Permission to use the meeting room does not constitute Library endorsement of the subject matter of the meeting, or the group's/organization's beliefs and policies.
14. Groups using the Meeting Rooms will be held to the Patron Conduct Policy
15. Simple refreshments (coffee, doughnuts, cookies, hors d'oeuvres, etc.) or box lunches may be served at meetings. The kitchen in the Community Room is not equipped for cooking. Refreshment supplies such as cups, containers, paper goods, etc. are not provided by the Library.
16. The Library is not responsible for the loss or damage to any equipment or materials owned or rented by a group/organization meeting in the Library.
17. Any deviation from this policy without Board approval will result in the group being denied further use of the room.
18. On rare occasions, the Library may have to cancel a group's use of a meeting room due to unforeseen circumstances.
19. No group may reassign their meeting room and time to another group. If the group must cancel, the group must notify the Library as soon as possible.

20. The group is responsible for returning the room to the condition they found it. This includes cleaning tables, trash disposal, as well as moving chairs to their original position if applicable. The library does not provide janitorial staff for room set up or clean up. The group will be responsible for any advance preparations, set-up and clean up. Failure to comply will result in the forfeiture of the deposit.
21. The Board of Trustees reserves the right to deny use of the room by any group or individual who advocates violence or illegal activities
22. This policy may be modified by the Board of Trustees at any time.

-- Adopted by Library Board – 2.27.1996; Revised – 12.27.2004, 4.28.2008, 1.29.2009, 7.26.2010, 6/18/2019, 7/23/2024

## Study Room Policy

### RESERVATIONS ARE REQUIRED TO USE THIS STUDY ROOM

#### General Information

The Glen Carbon Library District provides **three** Study Rooms to enable individuals or small groups to meet or have a quiet space to study during regular library hours. The fundamental purpose of the study rooms is to provide a suitable environment for research, study, and reading. Library study rooms are not intended for commercial purposes (commercial purposes include, but are not limited to, the offering or solicitation of goods, services, or membership and business meetings).

#### Reservations

Study Room 1 and the Conference room may be reserved in advance a maximum of two (2) hours per reservation by Glen Carbon cardholders. ***The Teen Study Room may be reserved by Glen Carbon youth cardholders, 6-12 grade for up to two hours a day.*** The Library may attempt to accommodate study room users with time extensions when possible.

Library card-holders may make up to 10 reservations within a 30-day period. Members of the public without library cards, or cardholders that already have 10 reservations, may use the rooms on an as needed basis when they are available. Persons wishing to make a reservation will be asked to give their name.

Reserved rooms will be held ten (10) minutes beyond the reservation time. If another person is waiting to use the room, the reservation will be forfeited. Those who are unable to keep their reservations are asked as a courtesy to contact the Library so that their reserved room may be made available to others. Repeated no-shows may lose their study room privileges.

#### Walk-Ins

Patrons may request to use a vacant study room if it is not reserved.

#### Study Room Use

Only lidded beverages and dry snacks are permitted in the study rooms. Patrons are asked to clean up after themselves; persons who leave rooms untidy may lose future study room privileges.

If study rooms are vacated for more than twenty (20) minutes, patrons are asked to remove all their personal belongings. If the patron cannot be located, items left for longer than twenty (20) minutes may be removed by Library staff. The Library staff will secure and label items collected from the study room and place them behind the Help Desk. The owner of said items must identify articles in order for the staff to release said articles/items.

-- Adopted by the Library Board – 1/25/2012; Revised – 11/27/2018, 1/23/2024, 7/23/2024