



Study Room Use Policy

The Morton Grove Public Library has a total of five (5) study rooms available for public use for no charge.

Room Capacity and Equipment

- Study Room #1 - accommodates 1 – 5 individuals; contains a computer monitor and microfilm reader
- Study Room #2 – accommodates 1 – 6 individuals; contains a whiteboard
- Study Rooms #3, #4, and #5 – accommodate 1 – 3 individuals

Reservations

Morton Grove Residents

- Reservations can be made up to seven days in advance by Morton Grove Public Library cardholders and residents with proof of Morton Grove residency aged thirteen (13) and older.
- Patrons may request a reservation for a specific room based on group size and/or equipment needs. Requests are honored on a first-come, first-served basis.
- Study room reservations can be made for up to two (2) hours. Morton Grove Public Library cardholders or residents may extend their time up to an additional two (2) hours, if there are no other patrons waiting to use the room. Requests for additional time must be made within thirty (30) minutes of the end of the initial reservation.
- Study room reservations will be held for ten (10) minutes past the reservation start time. After ten (10) minutes, the reservation will be cancelled.

Non-residents

- Study rooms are available on a first-come, first-served basis and are subject to room availability.

Rules of Use

- Patrons are expected to follow all Library policies and procedures when using the study rooms.
- Room capacity guidelines must be followed.
- For undisturbed test-taking, patrons should request proctoring service in advance, as per the [Proctoring Policy](#).
- Conversations should be conducted at a normal speaking level. Patrons are encouraged to use headphones whenever possible to reduce noise.
- Personal belongings should not be left unattended. The Library is not responsible for lost or stolen items.
- Any damage or technical issues with equipment should be reported to staff immediately.
- Rooms must be left clean and orderly.
- Failure to follow these rules may result in loss of study room privileges.