

Study Room Policy

Wheaton Public Library has group study rooms available in the Children's and Adult departments to enable small groups of two to ten people to meet for educational or informational purposes without disturbing those around them.

A single individual may also reserve and use a study room.

Study rooms may be reserved at least 24 hours in advance and up to one week in advance. For those without reservations, Study Rooms are available on a first come, first served basis. A daily schedule of room reservations will be posted by each room. Walk-in users will be asked to vacate the room for users with a reservation.

Study Room Reservation Procedures

Only Wheaton Library Card Holders can make a reservation for a Study Room.

Study rooms may be reserved at least 24 hours in advance and up to one week in advance for no more than 2 hours at a time. Special consideration will need to be approved a Department Head in Charge or the Library Director.

Reservations are forfeited if registered person is 10 minutes late.

To insure a fair distribution of rooms among library users, groups and individuals are limited to no more than one reservation per week.

There is a two hour time limit. The time may be extended in one-hour increments if no one else is waiting or has reserved the room.

Registered users must sign in for study room at the Reference Desk before they begin to use it.

Misuse of the study rooms may result in the loss of reservation privileges.

Noise carries easily and users should be aware that rooms are not sound proof.

Additional furniture may not be moved into study rooms.

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

Reservations:

Study Rooms located in the Children's Department – 630-868-7540

2nd Floor Study Rooms: (630)868-7520