



Springfield's Public Library

326 S 7th Street
Springfield, Illinois 62701
(217) 753-4900 lincolnlibrary.info
Rochelle Hartman, Director

Study Room Guidelines

- Online reservations are accepted for Study Rooms up to 3 days in advance. The individual who made the reservation must check in at the Reference Desk at the specified time. Rooms will be held for 15 minutes past the reservation start time, and then given to the next guest on a first-come, first-served basis.
- Guests can request a Study Room by visiting the Reference Desk and showing a valid photo ID or library card. Guests will be assigned a Study Room if one is available.
- Library staff will open the room.
- Only persons age 16 and up can request rooms. Juveniles under 16 must be accompanied by a parent or responsible person and not left in the room alone.
- Reservations are for two hours. However, guests can continue to use the room after two hours if no one else is waiting. If all Study Rooms are full and there is a waiting list, the room occupied the earliest will be asked to vacate first.
- Study Rooms are intended for groups of 1-4 people.
- Rooms are equipped with whiteboards. Whiteboard supplies such as markers and erasers are available upon request from the Reference Desk.
- Furniture cannot be removed from the room. Furniture cannot be brought in to the room from other places in the library.
- Rooms are not to be used for "for profit purposes" but can be used for purposes such as studying and tutoring.
- Rooms are not meant for storing personal items. Items should not be left unattended in Study Rooms. Unattended items will be placed in lost and found.
- No food is allowed in the Study Rooms. Drinks are allowed if they have lids or caps.
- Guests are responsible for leaving rooms in the same condition that they found them.
- No sleeping is allowed in Study Rooms.
- Rooms must be vacated 15 minutes before the library closes.
- All library policies apply in the Study Rooms, unless otherwise noted.

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