

MOUNT PROSPECT PUBLIC LIBRARY STUDY AND CONFERENCE ROOMS

Policy: To provide study and conference room space for an individual, student group study or adult group projects/work.

Eligibility: Mount Prospect residents. Non-residents per restrictions listed below.

Capacity: Limited to posted number.

Reservations: Only Mount Prospect residents and non-residents who work in Mount Prospect businesses, schools or government may make advance reservations. ID may be requested for verification.

Time limit: Two hours (may be reserved as two separate one-hour blocks).

Reservation: Patrons may reserve a room at the Registration, Youth or Reference Services Desks.

- First come, first served.
- Reservations for study rooms may be made one calendar week ahead.
- Reservations for conference room 2A may be made up to one month in advance with a minimum of five (5) people. Walk-in use of conference room 2A requires a minimum of three (3) individuals. The room is equipped with a large screen monitor and HDMI connections for patron devices.
- Reservations for conference room 2J (Foundation Room) may be made up to a month in advance with no minimum number of people. Use of the room is restricted to patrons age 18 and older. The room is equipped with a WIN7 computer with large screen (50") monitor and webcam. The table includes built-in table top power and monitor (HDMI) connections for patron devices. Use of conference room 2J (Foundation Room) is limited to an individual, a business or group needing to use the equipment available in the room. Permitted usage includes: online conferencing, technology based collaboration, viewing online webinars, online interviews, and presentations.
- Reservations are held for fifteen minutes. There is a limit of two hours per day per patron or group.
- For the Youth Department study rooms, priority will be given to children and adults working with children. Adults without children may be allowed to use the rooms if all the Adult study rooms are full.
- Patrons will report to staff at either the Reference Services Desk or Youth Services Desk, as appropriate, who will verify the reservation.
- Room availability for non-residents is on a walk-in basis. Walk-ins may use a study room for up to two hours if there are no other pending reservations.

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Guidelines for use:

Normal conversation levels are to be used in the rooms so as not to disturb others.

Room must be left clean and neat.

AV equipment use (2A and 2J): user must be familiar and able to use the equipment without assistance. Presenters must use the Library presentation computer. Presenters can bring presentations on removable media (e.g. USB storage device, CD/DVD), or presentations may be accessed online.

Excessive noise is prohibited and may result in a request to leave.

Hazardous materials are prohibited.

Items which are left unattended in the Study Room for more than five (5) minutes, or when a reservation has ended, will be taken to the Registration Desk on the first floor of the Library.

Library will not store equipment or supplies.

Refreshments may not be served.

Publicity

- Library phone number may not be used.
- Copy of publicity must be given to Library.
- Location should be listed as:
Location: 10 South Emerson Street (Mount Prospect Public Library)
- Publicity must not imply the Library is sponsoring the program or will provide information on it.
- Disclaimer should be listed on all publicity. Wording may be obtained from the Registration Services Department.

Study room privileges may be terminated for inappropriate use.