

## Study Room/Recording Studio Usage Policy

Blue Island Public Library has one Study Room that can be reserved for patron use. This room also contains equipment for digital audio recording and production.

The room can hold up to 3 people.

The Study Room may be booked ahead of time through the Library's events calendar at <https://blueislandpl.librarycalendar.com/reserve-room/room>. Additionally, the room may be reserved by contacting Tech Annex staff. Email [techannex@blueislandlibrary.org](mailto:techannex@blueislandlibrary.org) or call the library at 708-388-1078 ex 12.

Reservations may be for up to 2 hours per day of use. A reservation will be held for no more than 15 minutes past reservation time. If you will be late for your reservation, please call the library at 708-388-1078 ex 12.

The Study Room/Recording Studio is not soundproof. Noise levels or lyrics that could be disruptive to other patrons are not allowed.

Should the Study Room/Recording Studio be in use when a **walk-in** patron requests use of the room, depending on availability the request may be accommodated through the Library Conference Room or Meeting Room. All other Study Room/Recording Studio Usage Policies apply in this case.

Patrons must be 18 or older reserve the study room/recording studio.

Should any materials housed in the Study Room be lost AND/OR damaged during use of the room, the reserving patron will be held responsible for repair and/or replacement costs.

The misuse of the studio and destruction of Blue Island Public Library property will result in suspension or loss of library privileges. All behavior in the room shall be in accordance with library Code of Conduct.

Approved 10/2022

Updated 5/2025