

18.0 STUDY AND DIGITAL SERVICES SPACES

Study and Digital Services spaces, referred to as “spaces” for the purposes of this policy, are available for reservation and use by individuals and groups.

Groups using spaces must comply with the minimum and maximum room capacity requirements at all times.

Private parties, receptions, or activities in violation of *3.0 Customer Code of Conduct* or any other District policy are not permitted. The District reserves the right to monitor all activities in spaces and District staff reserves the right to enter spaces at any time.

The District is not responsible for the content of meetings in spaces and the use of study spaces does not constitute District endorsement of the philosophies, practices, or viewpoints of participants or attendees.

The following disclaimer must be included in all publicity materials or messaging involving the use of a District space:

*The Barrington Area Library provides study room space as a community service.
The Barrington Area Library neither sponsors nor endorses this event nor the
presenting individuals or organizations.*

18.1 Reservations

Reservations may be made one week in advance by resident, business, non-profit, government, and non-resident cardholders described in *4.0 Library Cards*. Spaces can be reserved for up to two hours with a two-hour extension available if the room is not reserved by another cardholder.

The District reserves the right to cancel reservations if the individual or group reserving the space does not claim their reservation within ten minutes of the scheduled start time.

Reciprocal borrower cardholders described in *4.0 Library Cards* may reserve spaces on a walk-in basis for one hour with a one-hour extension available if the room is not reserved by another cardholder.

The District reserves the right to change or cancel any space reservation.

18.2 Use by Non-Cardholders

Individuals who do not hold Library cards described in *4.0 Library Cards* may use spaces on a walk-in basis but may not reserve space for any period of time. Non-cardholders may be required to leave a space at any time to accommodate a cardholder reservation.

18.3 Digital Services Spaces

Digital Services spaces offer special equipment and software for recording, content creation, and gaming.

In addition to the aforementioned reservation and usage restrictions, access to Digital Services spaces is further limited by the following:

- Digital Studios may only be reserved by individuals intending to use the specialized studio equipment.
- The District reserves the right to limit access to Digital Services spaces, software, and equipment to individuals meeting age requirements.