

DeKalb Public Library Calm Room Use Policy

The DeKalb Public Library provides a Calm Room to serve the needs of the Library and the DeKalb community as a public service. The Board of Trustees authorizes the Library Director to establish reasonable procedures governing the use of the Calm Room in collaboration with the Board of Trustees.

Approved by the DeKalb Public Library Board of Trustees 06/2026

DeKalb Public Library Calm Room Use Procedures

1. The Calm Room is intended for the use of children aged 10 and under with direct supervision from an adult caregiver. No more than three people may use the Calm Room at any time.
2. The Calm Room may be reserved in-person for 30-minute intervals by adults aged 18 and up by speaking to a staff member at the Children's reference desk. The individual who books the room must remain in the room throughout the reservation period.
3. Reservations for use of the Library facilities does not guarantee approval. Reservations will be approved on a first-come, first-served basis.
4. Calm Room reservations may not be transferred to any other person or group.
5. Reservations may not exceed one per day. A person who has used the Calm Room on any given day as part of a group may not have another session as part of another group at the Library on that day. Groups may not obtain additional sessions by having different members of the group make a reservation for a group including any or all of the same individuals.
6. There is no guarantee of a silent atmosphere inside the Calm Room; however, users must be respectful of other patrons and adhere to the Library's Code of Conduct regarding noise.
7. The Calm Room is available for use during Library open hours only. The room must be vacated at Library closing, or at the end of the scheduled session, whichever comes first.
8. Calm Room users must notify Library staff when the session is finished. The room will then be inspected for condition. Failure to notify staff may result in a suspension of Calm Room privileges.
9. The furniture and materials in the Calm Room must be returned to their original location before vacating the room.
10. If the Calm Room has been vacated for more than 10 minutes during a reserved session, the Library reserves the right to remove the user's belongings to the lost and found area and to reassign the room to another reservation or open it as available. The Library is not responsible for possessions left in the Calm Room or removed by staff to another location. Belongings not claimed by the end of the day may be disposed of by the Library.
11. The Library does not provide equipment and/or storage for non-Library materials.

12. Any individual using the Calm Room shall be financially responsible for damage to the Library building, grounds, collections or furniture caused by the individual or group in accordance with the Library Code of Conduct.
13. The Library reserves the right to cancel or transfer Calm Room reservations for any reason.
14. The Library may refuse or discontinue any use which is disruptive to the normal operation of the Library, destructive to the building or equipment, fails to follow the Library's Code of Conduct, or if information is falsified on the Calm Room reservation form. Calm Room use that generates excessive noise which disrupts others' use of Library facilities and services may result in a warning or a request to leave the Calm Room or Library.
15. Library staff may enter the Calm Room to ensure adherence to Library policies and to ask users to leave the room if necessary.