

LIBRARY PODS

DATE July 18, 2024

AUTHORITY Library Director

POLICY

PROCEDURE

RULE, REGULATION, FORM

The library has two single-occupancy pods to be used as a quiet space to conduct web conferencing sessions and take phone calls. The interior of the pod measures 41” by 41” and may not be suitable for all patrons.

Procedure

Pods are available by reservation only using a valid library card on our website, by phone, or at the Reference Desk. For immediate use, a reservation must be made at the Reference Desk.

Reservations can be between 15 minutes and 2 hours and may be extended by 30 minutes at a librarian’s discretion pending availability.

Patrons may only make one reservation at a time up to two weeks in advance with a maximum of one reservation per day and three per week.

Guidelines

If use has not started within 15 minutes of the time booked, the reservation will be forfeited. Multiple forfeited reservations or last-minute cancellations may result in loss of use.

Patrons must check in at the Reference Desk prior to their reservation.

Food is not allowed in the pod though a securely covered drink is acceptable.

Use of the pod is restricted to web-conferencing, phone calls, and other situations which require conversation that might otherwise disturb other patrons.

The pod is sound dampening, not soundproof. Noise levels may not disrupt library service.

Assistance with any web-conferencing platform or technology will be subject to staff availability. Patrons are advised to test software in advance. Note that library WIFI is not secure.