**Lynchburg Public Library**

**Policy Manual**

 **Issue Date: 5/24/22**

**STUDY PODS**

The Lynchburg Public Library has two study pod units for patrons, made possible by a generous donation from Liberty University in 2021. The study pods are intended to provide a more private collaborative space for patrons to use for studying, tutoring, or workforce related work. The units are equipped with power and can seat up to four people. The table and walls in the unit are able to be written on with dry erase markers. This policy outlines the rules and guidelines for use in the Adult and Youth departments.

**ADULT SERVICES:**

**Facilities:** Lynchburg Public Library Adult Services currently has only one study pod that is available during normal library hours for individual study, small group study, and tutoring. The pod occupancy is limited to two (2) people at a time. If more than one person wishes to use the pod, both must be working together on a project or be in a tutoring session together.

**Reservations**: Study pods may be reserved at the Adult Services Desk by phone (434-455-6310) or in person. However, the appointment must be made by the person or persons using the space. Walk-in requests will be honored depending on pod availability. **All appointments are limited to two (2) consecutive hours a day.**

**The pod may be reserved for up to two (2) non-consecutive days per calendar week. Any exceptions will be at will be at the discretion of an Adult Services Librarian.**

Reservations can be made up to one week ahead for the following calendar week. Reservations will be held for 15 minutes past the reservation time before the pod is released to another user.

Anyone wishing to use the pod for an extended number of weeks must get approval of an Adult Services Librarian. **Due to limited space, the library may not be able to accommodate the request.**

**Guidelines for Use:**

* **Check-in with Adult Services to use the pod.**
* **No more than 2 people in the pod at any time**
* **No food is allowed; however, closed container drinks are allowed.**
* **Be mindful of the sound volume—the pod is not sound proof.**
* **Please clean up any mess that is made during your stay in the pod.**
* **LPL assumes no responsibility for unattended items.**
* **Personal effects must fit on the table or in the under-seat storage.**
* **Do not leave personal property on the floor around the pod.**
* **The pod may be reassigned if left unattended for more than 15 minutes.**
* **Misuse of the study pod or damage to the study pod may result in loss of library privileges.**

**YOUTH SERVICES:**

**Facilities:** Lynchburg Public Library Youth Services currently has only one study pod that is available during normal library hours for individual or pair study, and tutoring. The pod occupancy is limited to two (2) people at a time. If more than one person wishes to use the pod, both must be working together on a project or be in a tutoring session together. The Youth Services pod is not to be used by adult patrons (age 18 and above) unless accompanied by a child or teen (age 17 or below). Adult patrons not accompanied by a child should speak with Adult Services staff about reserving the Adult Services study pod instead.

**Reservations**: Advance registration to sue the study pod in Youth Services is not required. However, patrons wishing to use the pod must check in Library staff at the Youth Services desk.Walk-in requests will be honored depending on pod availability. **All pod usage is limited to two (2) consecutive hours a day. Patrons should check out with Youth Services staff once finished using the pod for the day.**

**The pod may be used by the same person(s) for up to two (2) non-consecutive days per calendar week. Any exceptions will be at will be at the discretion of a Youth Services Librarian.**

Anyone wishing to use the pod for an extended number of weeks must get approval of a Youth Services Librarian. **Due to limited space, the Library may not be able to accommodate the request.**

**Guidelines for use:**

* **Check-in with Youth Services to use the pod.**
* **No more than 2 people in the pod at any time**
* **No food is allowed; however, closed container drinks are allowed.**
* **Be mindful of the sound volume—the pod is not sound proof.**
* **Please clean up any mess that is made during your stay in the pod.**
* **LPL assumes no responsibility for unattended items.**
* **Personal effects must fit on the table or in the under-seat storage.**
* **Do not leave personal property on the floor around the pod.**
* **Misuse of the study pod or damage to the study pod may result in loss of Library privileges.**