



## Pod Use Policy

The Boyden Library has pods available for individual use that are designated for patrons seeking a quiet space for studying, teleconferencing meetings, telehealth appointments, online interviews and more. These units are equipped with power outlets.

The following procedure will be used in order to reserve an individual pod during the week: Monday through Friday (10:00am – 4:45pm):

Reservations can be made online through our meeting room reservation website: <https://boydenlibrary.org/meeting-rooms> or by calling the library at 508-543-1245.

Reservations can be made one week in advance. Reservations will be held for 15 minutes past the reservation time before the pod is released to another user.

In order to accommodate multiple users, an individual may use the pod for up to 2 consecutive hours per day. The time may be extended in half-hour increments if nobody is waiting. The pod must be vacated 15 minutes before closing.

Walk-ins are welcome when the pod is not in use or reserved. Evening and weekend hours are on a first come, first served basis.

The Library also has a two-seater pod, located on the 1<sup>st</sup> floor near the Reference desk that is designed for patrons that need a space for a meeting or to work on a project together. This pod is available on a first come, first serve basis for up to two people at a time.

Those who use a pod are responsible for appropriate use of the pod, and for ensuring that the pod is left in good condition upon vacating. Only beverages with lids are allowed in the pod. Food is not permitted. Misuse of the pod or damage to the pod may result in loss of library privileges.

Attaching materials of any kind to the walls, floors, ceilings, or doors is not allowed.

Be mindful of the sound volume – the pod is not entirely soundproof and there should not be an expectation of complete privacy or confidentiality.

The library is not responsible for loss or damage to personal property of individuals using any library facilities.

Failure to abide by pod and library conduct policies may result in denial of future use of the pod.

Approved by the Boyden Library Board of Trustees, 1/9/2024

Updated by the Boyden Library Board of Trustees, 1/13/2026