

Somers Library

STUDY POD Policy

The Somers Library has one study pod unit for Somers patrons with a valid library card, made possible by a generous donation from Somers Library Foundation. The study pod is intended to provide a more private collaborative space for patrons to use for studying or workforce related work. The units are equipped with power and can seat up to four people. This policy outlines the rules and guidelines for use.

General Guidelines of Use:

- Somers Library currently has one study pod that is available during current posted library hours for individual study and small group study.
- The pod occupancy is limited to no more than four (4) people at a time. If more than one person wishes to use the pod, all must be working together on a project or be in a tutoring session together.

Guidelines for Reservations:

- Reservations are Required
- Study pods may be reserved at the Reference Desk by phone (914-232-5717) or in person.
- 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 a maximum of two (2) consecutive hours a day.
- The pod may be reserved for up to two (2) non-consecutive days per calendar week - Monday through Saturday.
- Reservations cannot be made more than 14 days in advance.
- Groups may not obtain additional reservations by having different members of the group make a reservation for the same or similar groups.
- Unwanted reservations must be canceled as early as possible. Three cancellations or no-shows within a calendar year will result in the forfeiture of Study Pod privileges.
- 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.

Additional Rules of Use:

Patrons must adhere to our [Somers Library Conduct policy](#).

- Check-in at the Reference Desk to use the pod.

- No more than 4 people in the pod at any time
- Patrons must be at least 16 years of age to reserve the Study Pod.
- Individuals under the age of 12 must be accompanied by a person at least 18 years of age.
- No food or drink allowed in the pod.
- Be mindful of the sound volume inside the pod.
- Please remove all items when you exit the pod, including items for the trash.
- Personal effects must fit on the table or in the under-seat storage
- Do not leave personal property on the floor around the pod; Somers Library assumes no responsibility for unattended items.
- 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. Responsibility for the Study Pod lies with the patron who reserves the room.
- Furniture may not be brought into or removed.
- Signs and decorations may not be taped or stapled to walls, doors or glass windows. Use of glue, paint, glitter, and other craft supplies is prohibited.
- Patrons who use the Study Pod are expected to leave the room clean and in its original condition.
- The Study Pod doors do not lock. Personal belongings should not be left unattended. The Library is not responsible for lost, damaged, or stolen items.
- Failure to abide by the procedures and rules established here will result in suspension or termination of an individual's Study Pod privileges.

Approved and Accepted by the Library Board of Trustees on September 20, 2023

Somers Library Study Pod Policy Acknowledgement

The Somers Library has one study pod unit for Somers patrons with a valid library card (in good standing), made possible by a generous donation from Somers Library Foundation. The study pod is intended to provide a more private collaborative space for patrons to use for studying or workforce related work. The units are equipped with power and can seat up to three people. This policy outlines the rules and guidelines for use. Please sign to acknowledge that you have read and understand these policies

1. **No food or drink allowed in the pod.** _____ (Initial)
2. Use of glue, paint, glitter, and other craft supplies is prohibited. Patrons who use the Study Pod are expected to leave the room clean and in its original condition.
3. Personal belongings should not be left unattended. The Library is not responsible for lost, damaged, or stolen items.
4. No more than 4 people in the pod at any time. Patrons must be at least 16 years of age to reserve the Study Pod. Individuals under the age of 12 must be accompanied by a person at least 18 years of age.
5. All appointments are limited to a maximum of two (2) consecutive hours a day. The pod may be reserved for up to two (2) days per calendar week - Monday through Saturday. Reservations cannot be made more than 14 days in advance.
6. Unwanted reservations must be canceled as early as possible.
7. Patrons must adhere to our [Somers Library Conduct policy](#).
8. Misuse of the study pod or damage to the study pod may result in loss of library privileges. Responsibility for the Study Pod lies with the patron who reserves the room.

Failure to abide by the procedures and rules established here will result in suspension or termination of an individual's Study Pod privileges.

Name: _____ Date: _____

Library Card #: _____ Phone: _____

Signature: _____