

## **Kent County Public Library STUDY POD POLICY**

**Policy:** The primary function of the Kent County Public Library's study pods is to provide individuals with a semi-private space to study and meet.

The study pods are a shared community resource and, as such, are available on a limited first-come, first-served basis in order to serve as many individuals as possible. Use of the study pods is free of charge.

Individuals who are 15-years-old or older may reserve a study pod for a minimum of 1 hour and maximum of 4 hours per day. Reservations are taken on a first-come, first-served basis. If a reservation is not claimed within 15-minutes of its start time, it may be canceled in order to allow others to use the space.

Individuals must abide by the Rules of Conduct and all other library policies while using the study pods. The person who reserves the study pod is responsible for cleaning up the space at the end of their booking time and will be held responsible for any trash left in the space and/or damage to the space or its furnishings. The person who reserves the study pod is responsible for ensuring the posted maximum occupancy is not exceeded.

Study pod reservations must be made in accordance with the stated procedures. A request to reserve a study pod signifies an intent to comply with this policy, all current study pod procedures, and all other library policies. Failure to abide by this policy or other library policies may result in cancellation of reservations and/or denial of future requests at the sole discretion of KCPL staff.

**Date:** [DATE APPROVED]

**Signature:** 

**Definition:**