Library Pod Policy

The Nevins Library has a free and quiet space for the public to conduct web conferencing sessions, phone calls, and individual study. This policy's objective is to ensure that this pod is available on an equitable basis, regardless of the beliefs or affiliations of the individuals requesting its use, and to adopt and provide general guidelines related to its use. The purpose of the Library's pod is to support its mission, services, and activities.

Exceptions to the policy may only be made at the discretion of the Library Director or designee, who deems it in the best interest of the Library and the community.

The service is subject to the following general guidelines:

1. This pod is available for use by a single person for web conferencing sessions, phone calls, and individual study.

2. The pod measures 36 inches wide by 36 inches deep by 77 inches high and is not suitable for individuals with mobility issues or those who have a fear of confined and small spaces.

3. This space is not completely soundproof. You may be asked to lower your volume. The Library is not responsible and assumes no liability for any damages suffered directly or indirectly by the individual due to the use of any information deemed sensitive, confidential or personal, including any communication sent or received during a web conference meeting.

4. The pod must be booked online, in person, or by phone. This space is available on a first-come, first-served basis and cannot be booked more than four weeks in advance.

5. Individuals using the pod are limited to 2 hours per day for a maximum of 3 days a week. The reservation will be suspended if the person does not arrive within 10 minutes after the scheduled reservation start time. All reservations must be vacated at the scheduled end time. One-time extension of up to 2 hours will be allowed if there are no other reservations.

6. The Library reserves the right to reject or cancel any reservation in circumstances beyond its control (e.g., inclement weather, loss of power or water, etc.). In such situations, a message will be sent to the e-mail address provided by the applicant during the reservation process.

7. The pod will be available for use during the Library's regular hours, starting 15 minutes after opening and ending 15 minutes before the Library closes.

Approved by Trustees: July 9, 2024

8. Permission to use the pod is not transferable from one individual to another without Library authorization. Any parent, guardian, or caregiver allowing a minor to use the pod is responsible for the minor's conduct, supervision and safety.

9. Library staff reserve the right to inspect the space at any time.

10. The individual may not change the configuration of the space. Any damage to or loss of Library property resulting from the misuse of the space will be the responsibility of the individual that booked it. The applicant assumes responsibility for leaving the space clean and orderly. Only beverages in sealed containers are allowed.

11. The Library is not responsible for personal materials left in the pod.

12. The Library does not have any videoconferencing-platform license subscriptions to lend to the public. The individuals are responsible for scheduling the meeting session using their own license subscription.

13. Assistance with any web-conferencing platform or technology will be subject to staff availability.

14. Some online exams may require the installation of proctoring or monitoring software. Installing new software on Library PCs or laptops can only be done with the approval of the Library's Systems Administrator and Technology Librarian. The Library reserves the right to refuse to install new software and cannot guarantee compatibility. Anyone taking an online exam that requires software on Library PCs or laptops must contact the Reference desk at least a week in advance of the test in order for the Library to approve and install any required software. Refer to the Exam Proctoring Guidelines for a more comprehensive understanding.

15. The Library staff will not install or assist in installing any software on patrons' personal computers.

16. The Library is not responsible and assumes no liability for data or files stored on its equipment.

17. The Library is not responsible for any damage to any device or corruption of data, including damage caused by mechanical malfunction or contamination caused by virus or spyware infection while using computers or any other device in its pod or facilities.

18. The applicant is responsible for complying with all federal and state regulations, including Nevins Library policies applicable to the use of this service. Failure to comply with these rules may result in suspension of the privilege to use this service.

19. By booking and/or using this service, the individual acknowledges and affirms they have read, understand, and agree to comply with the laws, as well as all policies, rules, and regulations of Nevins Library pertaining to these services, accessible at https://www.nevinslibrary.org/about-nevins-library/policies/.

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