

NAMPA PUBLIC LIBRARY
LIBRARY POD USAGE POLICY
Approved by the Board of Trustees 02.13.2024

The Nampa Public Library offers a pod on the third floor available for individual use. The pod is designed for patrons seeking a quiet space for studying, virtual meetings, telehealth appointments, nursing babies, online interviews and more.

RESERVATIONS AND USAGE:

- Pods may be used by an individual or up to two (2) people.
- Users must be 18 years and older, or a minor accompanied by a parent or guardian.
- Reservations of the pod can be made through our online meeting room reservation site, or by calling the library (208-468-5800).
- Reservations may be made up to 30 days in advance. Reservations will be held for 15 minutes past the reserved time before the pod is released to another user.
- Reservations may be made for 1 to 2-hour sessions.
 - A request may be made for a time extension over 2 hours; approval is required by a Library Manager or Person-in-Charge (PIC). Manager/PIC will be responsible for notifying staff and updating calendar.
- Pod may be used a maximum of 3 hours per week, not to exceed 2 hours in one day.
- Walk-ins are welcome when the pod is not in use or reserved.
- Users are required to sign-in at time of arrival at 3rd floor information desk, indicating expected duration of visit.
- Users must leave a valid library card, driver's license, or some other form of ID with birth date with staff member at the 3rd floor information desk prior to using the pod. The ID will be returned at the end of session.
- Patrons using Pod agree to comply with all Library policies. Misuse of or damage to the pod may result in loss of pod and/or library privileges.
- Users are advised that library staff are not healthcare professionals and are not trained in HIPAA compliance; any assistance provided will be limited to technical support for the use of the pod and its equipment.
- Be mindful of the sound volume – the pod is not entirely soundproof and there should not be an expectation of complete privacy or confidentiality.
- Users may not charge a fee from those attending a meeting while in the pod or make solicitations from attendees. No sales are allowed in the pod.
- People may have drinks in enclosed containers, but food is not allowed.
- In the event damages occur to the Pod or equipment, ordinary wear and tear excepted, user will be responsible for all costs incurred for cleaning and/or repairs.
- The library is not responsible for loss or damage to personal property of individuals using any library facilities.