

## **TalkBox Study Pod Policy**

### **PURPOSE:**

Sims Library's vision is to serve as *a community resource that helps build healthy families, vibrant neighborhoods, and thriving businesses*. The TalkBox Study Pods support this vision by providing a private, quiet, and accessible space for library patrons who require a confidential environment. The pods are designed to accommodate telehealth appointments, virtual job interviews, remote learning, and other confidential or focused consultations. By introducing acoustically isolated study spaces, the library addresses a longstanding need for private areas within the building. These pods directly enhance digital equity, accessibility, and patron well-being by ensuring that all community members have access to a secure and distraction-free space for essential personal and professional needs.

### **RULES FOR USE:**

1. TalkBox Study Pods are available to Sims Library patrons on a first-come, first-served or reserved basis, depending on availability.
2. Patrons must follow all Sims Library policies, including the Code of Conduct, while using the pods.
3. No alcoholic beverages, tobacco products, vapes, or food may be used in any room. Only beverages with a secure lid are permitted.
4. Rooms must remain unlocked during use.
5. Groups may not exceed the maximum occupancy limits posted for the reserved space.
6. Glass doors in the pods may not be covered at any time.
7. The following uses are expressly prohibited in the study pods: buying, selling, advertising, or trading products or services for cash or other consideration.
8. Users are responsible for leaving the study pod in a neat and orderly condition. Failure to do so may result in denial of future requests to use a pod.
9. Study pods may not be used to store personal belongings. The library is not responsible for the loss of or damage to any equipment or materials owned or rented by an individual or group using the pod.
10. Users may not move tables or chairs into or out of a pod. No items may be taped, tacked, or affixed to walls or windows.
11. These study pods are not completely soundproof. Users should be considerate of others, and use of the pods may not disturb normal library operations or pose a safety hazard.
12. Children under the age of nine (9) may not be left unattended in a study pod.
13. Violations of these policies may result in the loss of study pod reservation privileges.

## **RESERVATIONS**

1. Study pods may be reserved in person at the Reference Desk, online through the library's website, or by phone.
2. Reservations are available only during Sims Library operating hours.
3. Individuals requesting a study pod must possess a valid N.P. Sims Library card.
4. Study pods are available to minors (ages 0–18) only with parental or legal guardian authentication. A separate authorization form is required. Only one minor is permitted in the study pod per reservation.
5. Study pods may be reserved for up to three (3) hours per day per cardholder.
6. Individuals may only hold one study pod reservation at a time.
7. Library staff may unlock the reserved study pod only after verifying the library card under which the reservation was made.
8. Study pods not occupied within fifteen (15) minutes of the reservation start time will be considered canceled and made available for other patrons.
9. Study pods left unattended for more than fifteen (15) minutes will be considered vacant and available for use. Any personal items left behind will be placed in the library's Lost and Found.

Original: 2026  
Approved by the Library Board of Trustees



**TalkBox Study Pod: Minor Authorization Form**

This form authorizes a minor (under the age of 18) to use a TalkBox Study Pod at Sims Library in accordance with the library’s Study Pod Policy.

**Minor’s Information**

**Minor’s Full Name:** \_\_\_\_\_ **Age:** \_\_\_\_\_

**Library Card Number (if applicable):** \_\_\_\_\_

**Parent / Legal Guardian Information**

**Parent/Legal Guardian Name:** \_\_\_\_\_ **Library Card Number:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Authorization**

I am the parent or legal guardian of the minor listed above and authorize their use of a TalkBox Study Pod at Sims Library. I understand and agree to the following:

- The study pod may only be used by **one minor per reservation**.
- The minor must comply with all Sims Library policies, including the TalkBox Study Pod Rules for Use and the Library Code of Conduct.
- Children under the age of nine (9) may not be left unattended in a study pod.
- Study pods are not fully soundproof, and the library is not responsible for conversations overheard or interruptions.
- Sims Library is not responsible for the loss of or damage to personal property while the study pod is in use.
- Failure to comply with library policies may result in suspension of study pod privileges.

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**Release and Acknowledgment**

I release and hold harmless Sims Library, its staff, and governing body from any liability arising from the minor’s use of the TalkBox Study Pod, except where caused by gross negligence. I acknowledge that this authorization may be revoked at any time by Sims Library staff.

**Signature**

**Parent / Legal Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For Library Staff Use Only** - *Reservation Date:* \_\_\_\_\_ *Pod#:* \_\_\_\_\_ *Staff Initials:* \_\_\_\_\_