

Pod Use Policy

The Otto and Owl Pods are intended for individual use only and can seat one person. The Heron and Orca pods can seat up to four people. Recurring requests are not normally accepted so we can keep these spaces available for library meetings and other patrons.

Reservation requests will be considered regardless of the beliefs or affiliations of individuals or groups requesting its use. The Library does not sponsor or endorse the views of any group using the room.

Owl & Otto Pod Equipment (individual use)

- Table
- One chair
- Two outlets which include a USB charger
- Wi-Fi

Heron & Orca Pod Equipment (seats up to 4 people)

- Table
- Two benches
- Three outlets
- Wi-Fi

Rules

- The Otto and Owl Pods each have a maximum capacity of one person, and the Heron and Orca Pods can accommodate up to four people.
- Patrons must have a valid LINCC library card in good standing to make a reservation. Reasonable exceptions will be made for those visiting from out of town or other extenuating circumstances.
- Due to high demand, reservations cannot exceed two hours in length.
- Patrons are limited to one reservation per day and to one active reservation at a time. The library has the right to cancel reservations made for the same person with multiple library cards as this is considered more than one active reservation.
- Reservation requests may be submitted up to 28 days in advance.
- Your pod will be held for no more than 15 minutes after the start of a reservation.
- Pods are only available during library hours.
- Pods must be empty and clean at least 15 minutes prior to closing.
- Pods must be left in the same condition in which they were found.
- Activities in the pods must not be disruptive to others in the building.
- Except for water, no food or drink is allowed in the pods.
- Reservations may be cancelled if the pods are needed for library use. Every effort will be made to give adequate notice of the cancellation.



West Linn Public Library

1595 Burns St | West Linn, OR 97068 | 503-656-7853 | westlinnlibrary.org

Reservation Procedure

- Reservations can be requested at <https://westlinnoregon.gov/library/rooms>, by calling the library, or in person at the Information Desk.
- Users must check in at the Information Desk before using the space.

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