Lakeview Public Library

Preserving Yesterday. Informing Today. Inspiring Tomorrow.

1120 Woodfield Road. Rockville Centre. NY 11570
516-536-3071 lakeviewlibrary.org

STUDY POD POLICY

All library patrons must follow the Lakeview Library Code of Conduct

- The person making a reservation must be a Lakeview Library cardholder and be present to use the pod.
- Reservations may be made online, by phone, or in person, up to 7 days in advance.
- Patrons must be 12 years or older to reserve or use a pod without adult supervision.
- Pods may not be used for commercial purposes, defined to include any paid service.
- Pods may be booked for up to 2 hours at a time.
- Additional time maybe granted based on availability at the time, please see the front desk for more information.
- The library reserves the right to cancel your reservation after 15 minutes if you don't show up. Please call us at 516-536-3071 if you are going to be late. Repeated no-shows may result in a temporary loss of reservation privileges.
- The library reserves the right to move your reservation to another pod or location.
- Please keep noise at a reasonable level out of consideration for neighboring patrons.
- Please report any damaged or malfunctioning equipment (screens, outlets, furniture, etc.) to the front desk.
- When you are finished using the pod, please check out at the front desk.
- Pods must be vacated 30 minutes before the library's closing time.
- Belongings may not be left unattended. The library is not responsible for loss or theft of personal property.
- No eating or drinking allowed in the pods.
- Please leave the pod tidy and dispose of trash before you leave.
- Lack of cooperation with this agreement may result in losing the privilege to use or reserve the pods.

GENERAL AVAILABILITY:

Monday:	10:00 am—7:30 pm
Tuesday:	10:00 am—7:30 pm
Wednesday:	10:00 am—7:30 pm
Thursday:	10:00 am—7:30 pm
Friday:	11:00 am—4:30 pm
Saturday:	09:00 am—4:30 pm

Official Capacity: small pod 2; large pod 4
Booking Period: Between 30 minutes and 2 hours

Adopted by The Lakeview Library Board 9/16/26