

Study Pod: Use and Reservation Policy

This policy applies to the Aurora Town Public Library, a contracting member library of the Buffalo & Erie County Public Library.

I. GENERAL INFORMATION

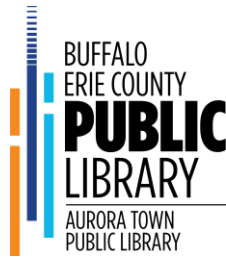
The Aurora Town Public Library (ATPL) study pod is powered by the Ralph C. Wilson, Jr. Foundation*, and is intended for individual or small group use, not commercial purposes.

II. RESERVATIONS

1. The study pod is free for public use during ATPL's open hours, and is available on a first-come, first-served basis. Walk-ins are welcome and will be accommodated if the study pod is not in use or reserved for use. Reservations are highly recommended.
2. Reservations can be made in-person at the ATPL Circulation Desk or by contacting ATPL staff at (716) 652-4440.
3. The full name and phone number of the patron reserving the study pod is required for use. Individuals should check in with library staff at the Circulation Desk.
4. Individuals under the age of 12 must be accompanied by an adult. Patrons 12 and up are permitted to reserve and use the study pod independently.
5. Reservations can be made in 2-hour blocks of time.
6. Reservations for each patron are limited to 8 hours per calendar week.
7. Patrons may book reservations up to 4 weeks in advance.
8. A maximum of four people are allowed to occupy the study pod at one time.
9. Reservations will be held for 15 minutes. After 15 minutes, the study room will be made available to walk-in requests.
10. The study pod will close daily, 15 minutes prior to closing, regardless of reservation start time.

III. PATRON RESPONSIBILITIES

1. The ATPL Rules of Conduct Policy applies to the use of the study pod.
2. Patrons should be respectful of other library users.
3. Discussions should take place at quiet conversational levels.
4. Laptops, personal computers, cell phones and other electronic devices may be used in the study pod, provided headphones or earbuds are used or volume controls are adjusted so as not to disturb others.
5. Projects that involve materials including, but not limited to, musical instruments, singing, glitter and other craft materials are not deemed appropriate for the study pod.
6. All doors and windows must remain clear and unobstructed. No items shall be taped or tacked to the walls, windows or doors of the study pod.
7. Drinks with lids will be allowed in the study pod. Food consumption is not permitted.
8. All personal belongings and any scrap/waste materials must be removed from the study pod at the end of each reservation.
9. Patrons are responsible for personal belongings and should maintain them in their possession at all times. The ATPL is not accountable for lost or stolen items, and does not assume any liability for groups or individuals in the study pod.



**The Ralph C. Wilson, Jr. Foundation is a grantmaking organization dedicated primarily to sustained investment in the quality of life of the people of Southeast Michigan and Western New York. The two areas reflect the devotion of Ralph C. Wilson, Jr. to his hometown of Detroit and greater Buffalo, home of his beloved Buffalo Bills NFL team. Prior to his passing in 2014, Mr. Wilson provided that a significant share of his estate be used to continue a life-long generosity of spirit by funding the Foundation that bears his name. Based in Detroit, the Foundation began with a grantmaking capacity of \$1.2 billion over a 20-year period, which expires January 8, 2035. This structure is consistent with Mr. Wilson's desire for the Foundation's impact to be immediate, substantial, measurable, and overseen by those who knew him best. For more information about the foundation visit www.rcwjrf.org.*

Adopted by Aurora Town Public Library Board May 18, 2026.