



# Administrative Policy

**Originating Department: Library**

**Policy Title: Meeting Pod Use**

**Effective Date: April 2026**

**City Council Approval Required: Y / N**

## Policy Statement:

The meeting pod at Sherwood Public Library is available for use by the public during regular open hours. This policy is also guided by Articles V and VI of the American Library Association's Bill of Rights:

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

## Purpose:

The purpose of this policy is to establish clear guidelines for appropriate, safe, and responsible use of the meeting pod.

## Background:

Sherwood Public Library has one meeting pod for use by individuals or a group of up to four people. The meeting pod is wheelchair accessible; occupancy with a wheelchair will reduce the overall capacity.

## Meeting Pod Rules:

- Reservations are required, even for walk-in use, and available on a first-come, first-served basis.
- Reservations may be made up to eight weeks in advance.
- The meeting pod may be reserved up to twice per month per individual and/or group.
- Reservations may be made for up to two hours per day, per individual and/or group, even if the meeting pod is not reserved. Library staff are authorized to extend time for limited situations as availability and open hours allow.
- Users must be 10+ years of age or accompanied by a responsible adult or caregiver.
- Photo ID or a WCCLS library card must be presented before using the meeting pod. The name on the identification or WCCLS library card must match the name on the reservation.
- Reservations will be held for 15 minutes past the reservation time, after which the reservation will be released.
- Meeting pod use ends 10 minutes prior to the library closing.
- Permission to use the meeting pod may be withheld from individuals and/or groups failing to comply with library rules and policies.
- Library use of the meeting pod to provide public services may take precedence over use by other groups and individuals.

Use of a meeting pod does not constitute or imply Sherwood Public Library's or the City of Sherwood's endorsement or approval of the viewpoints expressed by participants in the meeting.

The meeting pod shall not be used in any way that interferes with regular library access, services, and operations or which causes a threat to the safety of Library employees, patrons, or property. Meeting pod users must follow the Sherwood Public Library's Behavior Policy, including no selling of goods.

The Library and the City are not responsible for accidents, injury, loss, or damage to the private property of the individual or group using a meeting room.

Exceptions to these rules must be approved in advance by the Library Manager or designee.

**Authority: (examples: OAR, ORS, etc.)**

**Per the Sherwood City Charter, Section 33(a) – City Manager: The office of the City Manager is established as the administrative head of the city government.** The City Manager or designee shall authorize the implementation of a city policy upon review and applying a signature and an effective date. Policies may be submitted to the City Council for consideration and approval. If a policy is determined to require City Council approval, approval shall be done via adoption of a resolution approving the policy or authorizing the City Manager to implement said policy.

**Periodic Review:**

This policy shall be reviewed by the Senior Leadership Team (under the direction of the City Manager or designee) at least every three years in January, or more often if needed, and updated as necessary.

**Review and Authorization:**

                      4/1/2026  
City Manager Signature                      Date

Revision #	City Manager Signature	Date	Nature of Revision
1			
2			
3			