Texas Woman's University

Library Policy Manual

Policy Name:	**Nap Pod Usage**
Last Library Review:	**April 2023**
Next Library Review:	**April 2024**

Purpose: To establish guidelines for using Nap Pods at the three TWU campus Libraries.

Note: *Access, availability, usage, and occupancy limits may be changed in accordance with University guidelines regarding health and safety.*

Definitions:

Nap Pods — *special chairs that allow individuals to nap/sleep;*

<u>Note</u>: *The nap pods for all locations operate on a first come-first served basis.*

All nap pods were provided by TWU Student Health Services and Student Life Units.

Policy:

TWU students, faculty, and staff are welcome to use the Nap Pods during Library operating hours. For all Nap Pods:

- Instructions for using the Nap Pods are available.
- Use the disinfecting wipes nearby to clean the Nap Pod after use.
- Remove all personal belongings before leaving the room.
- If you are ill, do not use the Nap Pod.

<u>Denton Library Guidelines</u>

- An active TWU ID is required for entry into the Nap Pod area (Room #G01A).
- After swiping in, move the sign near the swipe to "Occupied".
- Upon exiting, move the sign near the swipe to "Vacant".

<u>Dallas Library Guidelines</u>

- The Nap Pod is located in an area to the right and back of the Library's entrance.

<u>Houston Library Guidelines</u>

- The Houston Nap Pod is located in an area to the right and back of the Library's entrance.

Review:

The Library's Policy Work Group will review this policy with recommendations forwarded through normal administrative channels to the Dean of Libraries.