



RESERVE OUR CHAT POD

TAKE A CALL
JOIN A MEETING
ACE YOUR INTERVIEW

Requirements

- Valid Arcadia Public Library Card

Limits

- One person maximum
- One reservation per day for up to 1 hour
- Reservations can be made one day in-advance



Chat Pod Features

1 Table | 1 Chair | Wheelchair Accessible | Power Outlets | Wi-Fi

Making a Reservation

Online

- Make a reservation online at **arcadiaca.libcal.com**
- Select your reservation time
- Enter your library card number in the username field and the last 4 digits of your phone number in the password field
- You will receive a confirmation email after reserving the Chat Pod with a link to cancel or reschedule

Phone

- Call **(626) 821-5569** to make a reservation by phone
- You will need your library card number

In-Person

- Visit the **Adult & Teen Services Desk**
- You will need to present your Arcadia Public Library Card

Checking into your Room

- Check in at the Adult & Teen Services Desk
- Must have your library card at the time of check-in
- Reservations are canceled 10 minutes after the start of the reservation if the user fails to check-in on time

CHAT POD

GUIDELINES

- A reservation is required to use the Chat Pod.
- A valid Arcadia Public Library Card is required to make a reservation.
- Users must be 14 years of age or older.
- The Chat Pod can only accommodate one person at a time.
- The Chat Pod can be reserved once per day for up to 60 minutes
- Reservations can be made up to one day in advance.
- Reservations can be made online, in person or by calling the Adult & Teen Service Desk at (626) 821-5569.
- Users must check-in for their reservations on time at the Adult & Teen Services Desk.
- The person who made the reservation must be present at the time of check-in with the same Arcadia Public Library card that was used to make the reservation.
- Time extensions will not be given, even in cases where the Chat Pod may be unoccupied for a period of time.
- Users who fail to show up to their reservation on time will have their reservation canceled ten (10) minutes after their scheduled start time.
- Aside from water in a closed container, no food or drinks are allowed in the Chat Pod.
- Do not leave personal items unattended in the Chat Pod. Arcadia Public Library is not responsible for personal belongings or their loss.
- Before leaving, users are expected to clean up after themselves. The Chat Pod must be left in the same condition as it was at check-in.
- The person signed up to use the Chat Pod assumes responsibility for damages to the Chat Pod and its equipment.
- Users must vacate promptly when their scheduled time ends.
- The Chat Pod must be vacated five (5) minutes before the library closes.
- Failure to comply with our guidelines and policies may result in losing privileges to stay in or reserve the Chat Pod in the future.

