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

Definitions:

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

*Note: Use of the Houston nap pod requires a room reservation. The Denton and Dallas nap pods 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.

**Denton Library Guidelines**

- 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”.

**Dallas Library Guidelines**

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

**Houston Library Guidelines**

- 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.