

## **Onondaga Free Library Virtual Meeting Room Policy**

1. Onondaga Free Library's virtual meeting room may be used by non-profit organizations, civic-oriented groups, or clubs for lawful activities. For-profit use is subject to approval of the Board of Trustees. One individual 18 years or older must be responsible for implementing the rules regulating the virtual meeting room and agreeing to the meeting room policy.
2. Library patrons shall not use the library's virtual meeting room in any manner that violates library policy, federal, state or local laws. As the room is made available via the Internet, it is the responsibility of the user to acquaint himself/herself with what constitutes legal/illegal behavior on the Internet. By using the access provided, the user agrees to indemnify Onondaga Free Library from any action taken against it as a result of the user's illegal behavior.
3. Onondaga Free Library's virtual meeting room is made available exclusively on the Zoom virtual meeting platform. No other platforms will be considered.
4. To facilitate scheduling, requests should be made for each use at least 48 hours in advance. A room cannot be reserved more than 30 days in advance. The virtual meeting room may be reserved for up to 2 hours per day. Requests for longer times must be approved by the Library Director or designee.
5. Up to 2 active reservations can be made by the same individual/group.
6. Virtual room reservations end 15 minutes prior to library closing time.
7. Reservations will be cancelled 15 minutes after the reservation start time if individual/group has not arrived or notified the library of a late arrival. After 3 no call/no show reservations, new reservations made by the same individual or group will be on a first come, first serve basis. In the event of the library closing due to inclement weather or other emergency reason, virtual meetings will proceed at the discretion of the Director or designee.
8. The virtual meeting room is available only during regular library hours. Requests for meetings outside normal library hours must be approved by the Library Director or designee.
9. All virtual meetings must be open to the public. Therefore, events such as birthday parties, showers, reunions, business meetings or parties, organizational training, and other personal celebrations are not permitted.
10. No publicity of any virtual meeting or event may be released until the reservation has been confirmed by the Director or designee via email. The library reserves the right to publicize any or all virtual programs. However, this right does not obligate the library to publicize an event or provide publicity for a group requesting the use of the virtual meeting room. Virtual meetings or events held in the library's virtual meeting room may not be publicized in a manner that suggests library sponsorship or affiliation. Groups and organizations may not use the name, telephone number, or address of the library for the official address or headquarters of their organization, with the exception of the link to the virtual meeting room page on the library's website. Banners, literature, photographs, or signage may not be placed anywhere in the library without the Director's permission.
11. It is the responsibility of those using the virtual meeting room to educate themselves regarding the function and navigation of Zoom. The Library will provide video tutorials and point to other Internet-based resources to assist in this education.
12. All meetings will take place in a private virtual room. However, an OFL staff member will remain in the main "lobby area" to assist in the event of technical issues. The OFL staff member will not enter the private room unless asked to do so by the meeting host.
13. Onondaga Free Library supports the Constitutional right to free speech and will not impose restrictions on what is said or shared in the private virtual meeting room. At the same time, the library will take a strong stance against

the unwanted or unlawful sharing of disruptive, objectionable, or harmful material, including but not limited to, images or videos used as part of virtual backgrounds or shared via the chat.

14. Zoom's recording function is available for webinars only. The event host may record locally to their device. It is the host's responsibility to inform those in attendance that the webinar will be recorded. To protect the privacy of all meeting attendees, the library strongly discourages recording using an external device such as a tablet or smartphone.
15. Priority for use of the facility is as follows: 1) Onondaga Free Library events, 2) Onondaga Town government uses, 3) Not-for-profit groups in the Town of Onondaga, then, other not-for-profits in the area, 4) Profit making organizations.
16. Granting permission to use the library virtual meeting room does not imply library endorsement of the aims, policies or activities of any group.
17. A representative of the organization requesting the use of the meeting room must sign below and return a PDF copy to the Director or designee; this signature represents acceptance of responsibility for all conditions listed above.

**Approved 11/13/20**