

Onondaga Free Library

Virtual Programming Policy

Onondaga Free Library is pleased to be able to provide quality virtual programming on a number of virtual meeting platforms. This document outlines our policies regarding virtual programming. These rules are subject to revision at any time and users are responsible for staying informed about current policy.

1. Virtual programs are a free service extended to the public by Onondaga Free Library. Onondaga Free Library virtual programs may be hosted on Zoom, Facebook Live, Google Meet, Youtube Live, or any other virtual meeting platform designated by library staff.
2. Any member of the public is welcome to attend any age-appropriate virtual program. Community groups, organizations, or other interested parties may approach the library to co-host a virtual program. Acceptance of all such requests are at the sole discretion of the Director or designee.
3. Library patrons shall not participate in any virtual program in any manner that violates library policy, federal, state or local laws. As all virtual programming 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 attending an Onondaga Free Library virtual program, the attendee agrees to indemnify Onondaga Free Library from any action taken against it as a result of the attendee's illegal behavior.
4. Onondaga Free Library supports the Constitutional right to free speech and will not impose restrictions on what is said or shared during the course of a virtual program. 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 a virtual meeting platform's chat function.
5. Library staff reserves the right to end any virtual program at their discretion, or to eject any attendee from a virtual program if they fail to adhere to the policies outlined herein.
6. For those programs presented in partnership with an outside organization or party, no publicity of any virtual program may be released until the program details have 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 any group acting as a program co-presenter. Virtual programs hosted in partnership with the library 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 program. Banners, literature, photographs, or signage may not be placed anywhere in the library without the Director's permission.

7. It is the responsibility of those attending a virtual program to educate themselves regarding the function and navigation of the specific digital platform on which the program is hosted (eg. Zoom, Facebook Live, Google Meet). Onondaga Free Library will make every effort to provide video tutorials and point to other Internet-based resources to assist in this education.
8. Onondaga Free Library reserves the exclusive right to record any or all virtual programs. Library staff will inform all program participants when recording takes place. At the same time, in order to protect the privacy of all meeting attendees, the library strongly discourages the recording of all virtual programs by any attendee, either on their local computer or via an external device such as a tablet or smartphone.
9. By participating in a virtual program presented by Onondaga Free Library, you indicate agreement with the policies stated in this document and any additional policies posted or verbally transmitted during a virtual meeting.

Approved January 4, 2021