



Library Virtual Meeting Room Policy

In keeping with the Community Library of DeWitt & Jamesville's purpose to offer welcoming spaces for community interactions, the Library has created a virtual meeting room for nonprofit groups engaged in educational, cultural, intellectual, or charitable activities. This virtual meeting room is intended to fulfill the need for meeting space in light of the COVID-19 pandemic.

The use of the Library virtual meeting room is at the sole discretion of the Library Board of Trustees and/or its appointed representative(s). The Library reserves the right to refuse permission for room use or to cancel any previous permissions granted.

Please read this **Library Virtual Meeting Room Policy** before submitting your request to determine if your organization qualifies to use the Library's virtual meeting room. By applying for the use of the Library virtual meeting room, the applicant and organization agree to adhere to all policies stated herein and to the Community Library of DeWitt & Jamesville Patron Code of Conduct.

WHO MAY USE OUR MEETING ROOMS

1. Community groups and organizations, except as described under "Fees & Charges" below, may reserve and utilize the Library's virtual meeting room. If there is a question about the group's eligibility, the Executive Director reserves the right to review any or all requests and may require sufficient time to conduct an investigation before granting approval.
2. The Community Library virtual meeting room may not be used for private parties, political campaigning, religious services, or music rehearsals, except in the instance of guest performers practicing before a library event.

LEGAL MATTERS & LIABILITY

1. The applicant and organization accept full responsibility for the requested virtual room use and must comply with all regulations governing use. By applying for use of the meeting room, the applicant and organization agree to hold harmless, defend and indemnify the Community Library of DeWitt & Jamesville, the Library Board of Trustees, and Library staff from and against any and all claims of injury, death, and/or property loss or damage arising from their use of the virtual meeting room, or any acts or omissions of the applicant and/or organization or others in connection with the event and to pay legal expenses and all other expenses of the Community Library of DeWitt & Jamesville, the Library Board of Trustees, and Library staff in connection with the investigation and legal defense against said claims.
2. The Library is not responsible for authenticating the information provided by individuals and/or organizations requesting use of the Library's virtual meeting room.

3. Requesting individual(s) and sponsoring organization(s) agree to supervise all persons in the Library's virtual meeting room to ensure that none engage in unlawful or improper conduct or conduct disturbing to others.
4. Public performances of copyrighted material such as music and movies usually require the permission of the copyright holder. The sponsoring organization is responsible for obtaining the required copyright permissions.
5. The Library assumes no responsibility for any damage to Library users' personal devices, software, files, and/or equipment.

RESERVATIONS & SCHEDULING

1. Meeting space is available on a first come, first served basis.
2. A library staff member will be in touch within 48 hours by phone to finalize your request. Requests submitted within 48 hours of the meeting may not be approved to proceed.
3. Each meeting is limited to 2 hours, with 100 participants or less.
4. All requests are subject to approval. Interested groups can submit requests via the Library Virtual Meeting Room Request form at www.cldandj.org or by calling 315 446-3578.
5. Reservations can be booked up to 30 days in advance if organizers have pre-selected dates and times, and if these times are available. For recurring reservations, preference will be given to requests that are at the same time and day of the month. The Library reserves the right to change this advanced booking schedule without notice.
6. The Library reserves the right to discontinue the virtual meeting room service at any time with at least 1 week advance notice of discontinuation.

FEEES & CHARGES

1. The Library will not charge a fee for use of the Library Virtual Meeting Room to eligible groups.
2. Donations, "admission" fees, "membership" fees, fundraising activities, and sale of merchandise or other items is permitted only by nonprofit groups engaged in educational, cultural, intellectual, or charitable activities and only to defray the expenses of the program. Such charges shall not serve as a fee for attendance and attendance may not be limited to those individuals who pay such a fee. The Library will not be responsible for collecting such charges or paying tax thereon. The Library Board of Trustees or its designee must approve all such fees and fundraising activities and sales in advance.

CANCELLATION/CHANGES

1. If an organization is no longer in need of the virtual meeting room, the library requests that cancellation should be made at least one week in advance. Cancellations may be made by calling 315 446-3578 during Library hours.
2. Occasionally, it may be necessary for the Library to change or cancel any virtual meeting room reservation. If changes or cancellations are necessary, the Library will provide the affected group with as much notice as possible.

PUBLICITY

1. Groups and organizations may not use the name, logo, telephone number, or address of the Library for the official address or headquarters of their organization.
2. All advertisements, announcements, press releases, flyers, etc. relating to meetings must clearly state the meeting is not sponsored by the Community Library of DeWitt & Jamesville unless the Library and the organization have a pre-existing partnership and permission is granted from the Library.

USE OF VIRTUAL MEETING ROOM

1. The Library has no funds or resources to supervise or monitor the following: the arrival of visitors to a virtual meeting or gathering; the conduct of visitors at a virtual meeting or gathering; or the departure of persons from a virtual meeting or gathering. Therefore, it is the responsibility of the requesting individual(s) and/or sponsoring organization(s) to facilitate the virtual meeting.
2. All users of the Library-provided virtual meeting room are responsible for conducting themselves in a legal and responsible manner.

Examples of illegal use include, but are not limited to:

- Violating an existing State or Federal law
- Attempting unauthorized access to any computer systems inside or outside the network
- Unlawful communications, such as child pornography and threats of violence
- Intentional distribution of malicious computer software including viruses and malware

In addition, users should not attempt to obtain or disclose private/personal information of another user to anyone, including library staff members.

3. The link to the virtual meeting room, meeting ID, and/or password must not be shared publicly. It may only be shared with attendees. This is to prevent unauthorized users from accessing your meeting.
4. Tampering with the Library's virtual meeting room account or attempting to access or modify the software, including bypassing security functions, is prohibited.
5. All users of the library-provided virtual meeting room must adhere to the terms and conditions of use for any platform which the Library selects to host its virtual meeting rooms. A copy of these terms can be provided to users upon request.

PLEASE NOTE

Violation of these policies and procedures may result in denial of future access to Library meeting rooms. These policies are subject to change by the Community Library of DeWitt & Jamesville at any time, without prior notice.

Current copies of these policies are available at the Information Desk or on the Library website: www.CLDandJ.org.

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