



Mendon Public Library

Video Conferencing Policy

The Mendon Public Library encourages use of its video conferencing equipment. These procedures are designed to support video conferencing (VC) communication by library patrons and other entities with remote sites. All users of the video conferencing equipment must abide by Mendon Public Library's Policies, and must act responsibly to maintain the integrity of these resources. The Library's video conferencing equipment have been acquired through the Max and Marian Farash Charitable Foundation grant and there is no charge for its use.

The Mendon Public Library (MPL) has an integrated system consisting of a Samsung 55-inch LED monitor, a 3D Blu-ray player, a sound system, and a wireless-capable computer. This system can be used for playing movies, making presentations with or without your own laptop, and accessing the internet for webinars or video conferencing. It also has Chromecast capability and can be used with your tablet or the MPL's tablet.

Requests to use the library's VC equipment should be made by contacting library staff via e-mail at mendonlibraryprograms@gmail.com or by phone, 585-624-6067, during regular library hours. Requests should be made at least two weeks prior to the date of the meeting or event. Requests should include: subject/title of video conference, program date/time, other conference locations, name of contact person, address, phone, and e-mail.

Special library events or activities such as a scheduled remote lectures or presentations shall take precedence over all other requests for the use of VC equipment.

Appropriate Uses of the Equipment:

- Public education seminars/lectures presented by individuals from government or non-profit organizations, or participated by individuals, unable to attend a Program or Workshop in person due to time, cost or other constraints;
- For projection of PowerPoint presentations or other visual materials for in-person public education programs, presentations or meetings in the library;
- Collaborative discussions; and
- Other legal events and activities as deemed appropriate by Library Policy

All meetings and presentations held within the library must be open to the public.

All meetings must be free. No admission fees may be charged.

The library's VC equipment may not be used:

1. To promote fundraising events unless participated in by the Library.
2. To promote, advertise or lead to the sale of a product or service.
3. For employee orientation or union programs. VC equipment, however, may be used for community training programs open to the public.
4. For unlawful activities as determined by state and federal agencies.
5. For activities prohibited by other library policies.

The Library reserves the right to review any or all requests for use of VC equipment and may demand sufficient time to make proper investigation before granting approval.

Use of Library VC equipment may be denied any groups or individuals who damage Library furnishings or materials, or who disrupt Library services. Payment shall be made for any damage to or loss of Library property.

Rules when using the equipment:

1. The handling of the VC equipment shall be restricted to individuals trained in its operation. Removal of, or tampering with, equipment and other resources is not allowed.
2. A designated program participant and/or library staff member shall be responsible for the VC equipment during the session and shall supervise the equipment while in use. It is essential that prior to the session, the applicant requesting use of the VC equipment coordinates with library staff to ensure the system is operating successfully and that connectivity and any other technical requirements are met.
3. All equipment should be returned to original location at the end of the session.

During or prior to sessions, VC technical support may be requested and will be provided if staff is available and other duties permit.

Observers to any session should be announced to all participants in the session. If a session is to be recorded (video or audio) this fact should be announced to all participants in the session at all sites.

The library will not accept liability as a result of a meeting, presentation or event not taking place or interruptions due to unforeseen circumstances, network failure, equipment failure or power supply failure.