

### Policy 3-3-6. Use of the Virtual Meeting Booths

Adopted 06/21/2023

Josephine Community Library District (JCLD) provides access to private Internet meeting booths for virtual appointments, meetings, and visits (referred to simply as “meeting booths” and “meetings” in this policy). This policy ensures appropriate and effective use of this resource. Patrons may use meeting booths for virtual job interviews, virtual appointments, Zoom visits with friends/family, attending online courses, or other *live virtual meetings*. The meeting booths are not to be used for web browsing, watching movies, or any use other than live virtual meetings.

This resource facilitates patron access to resources necessary to fulfill basic life needs, stay connected, and pursue lifelong learning. Bringing opportunity, literacy, and connectivity to diverse patrons ensures our libraries remain relevant in this century and well into the next.

#### A. Meeting Booth Use

- a. **Reservations** can be made up to one week in advance. Meeting booths are reserved in 30-minute increments and can be reserved for up to 2 hours at a time. Patrons may make one advance reservation each week.
- b. **Drop-in** spots may be available if you do not have a reservation. An advance reservation is not required. Drop-in spots are not guaranteed. Check in at the information desk to learn more about current drop-in availability and waitlists.
- c. If a patron has not checked in more than 15 minutes after the start of their reservation, the library may give the reservation to the next person waiting for a meeting booth.
- d. Patrons must sign the Meeting Booth Use Contract prior to use.
- e. Meeting booth use is limited to one to two people at a time.
- f. Food, drinks, and any items or substances that are sticky or may stain are not allowed in meeting booths.
- g. Patrons are expected to adhere to Policy 3-1-2 Patron Responsibilities and Rules of Conduct while using the meeting booths.
- h. All JCLD policies, especially the library’s Code of Conduct and policy on Internet Use Rules, apply to meeting booth use. See Policy 3-1-2, *Patron Responsibilities and Rules of Conduct* and Policy 3-3-2, *Use of the Internet and Other Digital Reference Tools*, for more information.

#### B. Technology

Meeting booths do not automatically include a library-provided computer or any other

technology. Anyone can reserve a meeting booth and bring their own computer. A library card is required to reserve a library-provided computer. The library does not provide guest computers for use in meeting booths. Wireless access is available during operating hours.

### **C. Technical Assistance**

Like in-person meetings, many virtual meetings require punctuality. JCLD staff and volunteers are not always available to assist patrons who must immediately connect to an in-process virtual session. Patrons are responsible for familiarizing themselves in advance with all applications, web portals, and any other tools or technology they may need to access their virtual meeting. If a patron would like assistance learning how to access their meeting, they are encouraged to make a separate appointment for technical assistance at the information desk. JCLD staff and volunteers are happy to assist patrons in advance, so they are prepared to access their meeting. A technology assistance session ensures staff or volunteers have adequate time to assist patrons with their technology needs.

### **D. Meeting Booth Access**

The meeting booths are available to all patrons; however, this service may be restricted at any time for use not consistent with these guidelines. The restrictions can include being denied meeting booth and/or Internet use for a period of time, being asked to leave the library, or the removal by law enforcement authorities.