

Loutit District Library
VIDEO CONFERENCING ROOM POLICY

Loutit District Library has one (1) video conferencing room available for patron use. The video conferencing room is located in the Adult Services Department of the library and will accommodate up to two (2) people.

Users shall comply with the Library's *Patron Behavior Policy*, the *Unattended Child Policy*, the *Wireless Internet Policy* and all other applicable LDL policies.

1. Acceptable use of this room may include telehealth appointments, virtual education related meetings, virtual job interviews, and other appointments requiring access to video related technology. The Library reserves the right to use this room for library business.
2. The room may not be used for commercial sales or business purposes.
3. Room is reservable up to two (2) weeks in advance.
4. Patrons wishing to use the video conferencing room may reserve the room by completing the video conferencing room form on the library website.
5. The video conferencing room may be requested for an initial period of thirty (30) minutes to two (2) hours. This time may be extended at the discretion of library staff.
6. Staff may limit the video conferencing room to two (2) hours per day if rooms are in high demand.
7. Current furniture arrangements will be maintained.
8. Users shall not bring commercial equipment, as determined by library staff, into the video conferencing room.
9. If a room is damaged, the user will be billed for necessary repairs and may be denied future use of the video conferencing room.
10. Library staff will monitor activities and noise level. Misuse of the video conferencing room may result in the patron(s) being asked to leave the Library and possible denial of future use of the room.
11. Loutit District Library cannot guarantee availability or use of the room and equipment in the event of unexpected library closures, power outages, loss of internet access, or technology malfunction.
12. Loutit District Library cannot be held liable for missed or incomplete reservations for any reason.

Originally adopted: March 11, 2025

Policy Amended: April 8, 2025