



Lakeland Public Library Video Conference Room Use Policy

The Lakeland Public Library has one semi-private video conference room available to the public for use to attend video conference or telephone conference calls for business, health, and educational purposes, such as online job interviews, classes, trainings, projects, and telehealth appointments. The room is not intended to be an individual study room.

The video conference room is equipped with a desktop computer, camera, built-in microphone, and headphones. A library card or guest pass is required to log onto the desktop computer.

Reservation Guidelines:

- The video conference room may be reserved for up to **two (2) hours per day**.
- Individuals or groups may have a maximum of **three (3) active bookings** at any one time.
- Reservations may be made **up to one (1) week in advance**.
- Reservations will be **cancelled if users arrive more than 15 minutes late** without notifying staff.

Video Conference Room Use Restrictions:

- The Video Conference Room accommodates one (1) to two (2) people
- Users of the video conference room **cannot**:
 - Advertise or promote products, services, or businesses.
 - Charge fees, collect money, or sell items.
 - Make physical alterations to the room (rearrangement of chairs already in place is permitted).
 - Block windows or doors.
 - Turn off lights in the room.
 - Lock the door to the room.
 - Eat or have open food containers; drinks with secure lids are permitted.

User Responsibilities:

Users of the video conference room are responsible for:

- Scheduling room use during regular library hours, with bookings ending at least **10 minutes before closing**.
- Providing any ADA accommodation requests from their attendees.
- Any personal equipment (e.g., laptops) or belongings brought into the space and their removal at the end of a booking.
- Covering damages to the room, equipment, or furnishings.

Policy Violations:

- Failure to comply with these policies may result in loss of video conference room privileges.

If you have any questions or need assistance while using the video conference room, please contact Library staff. Thank you for your cooperation.