



City of Palmer Palmer Public Library

Video Conferencing Policy & Procedure

The Alaska OWL (Online With Libraries) Video Conferencing system allows face-to-face meetings among participants in different locations. The system supports two-way, full motion, audio, graphics, and data communications.

The University of Alaska, Fairbanks is the OWL designated video conference service provider. The person requesting scheduling of a video conference is responsible for coordinating the video conference with users at other sites. Each remote site is responsible for its own equipment setup and any fees involved.

General Terms and Conditions of Use

1. **Confirmation:** The applicant should contact the library at least 1 month in advance of the date they would like to hold the video conference to ensure room availability, times, and video conference provider services can be checked and coordinated.
 - The applicant must submit the meeting room application and OWL online worksheet.
 - Meeting dates and times are considered tentative until the following have been confirmed:
 - A meeting room application has been received by the Palmer Library, and fees paid.
 - Video conference request has been completed on line and accepted.
 - OWL website: <http://library.alaska.gov/dev/owl.html>

Click on Owl Links/Video Conference Request

Complete worksheet including:

- Event contact person, phone, and email
- Event moderator name, phone, email, and location
- Desired libraries for meeting
- Check off location of library for the video conference
- List of non-library locations that will be participating
- List the name of the other party in the video conference call, phone number, and email address
- Please provide the expected number of participants for each location selected above
- Number of attendees
- Are other libraries allowed to join this conference?

These requests will go to UAF, 1-800-910-9601, then press #, and press 1. They will contact the applicant to do a test to ensure that the video conference will go through on the designated day. The applicant can set up anywhere with a web connection, even at home.

All users must respect licenses and other agreement for Video Conferencing services. The applicant must plan to arrive at the Library twenty minutes prior to the video conference start time.

2. Video Conferencing Priority Use:

- Library events may require scheduled events to be interrupted, canceled, or delayed.
- Videoconference equipment is limited and requests will be processed on a first-come, first-served basis.
- Conference date(s) and time(s) will depend on the room, equipment, staffing, and video conferencing service availability.

3. Cancellations:

Cancellation of video conferencing is subject to same policy as meeting room cancellation. Any cancellation or change to a confirmed reservation may be in writing, or by phone, addressed to the Palmer Public Library Administrative Assistant, and specify the date(s) and time(s) to be canceled and/or changed, and must be received twenty-four (24) hours in advance of the scheduled event to be eligible for a refund of fees. Failure to notify the Library of a cancellation, abuse of meeting room privileges, or noncompliance with the Facility Use/Video Conferencing Agreement may result in immediate cancellation of use, denial of future use, and forfeiture of fees. The City of Palmer may cancel a reservation with twenty-four (24) hours notice because an area is needed for the purpose of conducting Library or other City business. A refund, if applicable, will be issued in this case.

4. User Responsibility:

Video conference users are responsible for all video conferencing equipment. (The video conferencing remote is valued at \$800). Please do not touch the video conferencing cameras. Cameras are controlled only by remote.

Signature

Date

Signature of Library Official

Date