BROOKS MEMORIAL LIBRARY

224 Main Street, Brattleboro, VT 05301

VIDEOCONFERENCING EQUIPMENT POLICY & RESERVATION FORM

BACKGROUND:

Google, Inc. has awarded a grant to the Library through the Vermont Department of Libraries (VTLIB) for the implementation of videoconferencing services in Vermont public. The focus of the grant is for the provision of community-based videoconferencing for the library, local citizens and community groups. The chosen equipment is suitable for use with Google+ Hangout, which uses Web components, YouTube and Gmail accounts to facilitate videoconferencing.

EQUIPMENT AVAILABLE:

- Webcam
- 52 inch flat screen HD TV
- Rolling cart to hold TV (dimensions assembled, 36”Wx67”Hx28”D)
- Conference microphone
- PC laptop
- HDMI cables
- Headphone set
- Padded bag to hold laptop, webcam, microphone, headset and cables

POLICIES:

1. The equipment is available in the Meeting Room and will be available to individuals or organizations that reserve the Meeting Room and complete the Meeting Room Regulations and Application Form, if necessary. This form must be received in the Children’s Room and approved at least one week prior to the scheduled meeting.

2. Users of the equipment must attend a videoconferencing training sessions to held in the meeting room. Please check brookslibraryvt.org online calendar for dates and times. A training session may be requested at least one week prior to your use of the equipment by appointment, depending on availability of a trainer. Training may be requested at bmlvideoconferencing@gmail.com , or by calling 802-254-5290, ext 109.

3. Users of the equipment agree to pay any repair or replacement costs of equipment damaged while in their care.

4. Users are expected to abide by U.S. copyright rules and regulations when using the equipment. The Library disclaims any liability or responsibility for copyright infringements caused by video, DVD, CD, or other media presentations. See the Revised Copyright Act of 1976, Title 17 of the U.S. Code Sections 101-810 (http://www.copyright.gov/title17/)

I have read, understood, and agree to comply with the Brooks Memorial Library’s Videoconferencing Policy. For public events, the Meeting Room Application Form must be completed. It is available in the Children’s Library.

_____/_____/_____

Name of Organization/Group/Individual **Signature of Responsible Party** **Date**

STAFF USE ONLY: Training Completed _____ Date _____

Approved by Library Board of Trustees, April 9, 2013