Chickasha Public Library
Video Conferencing Platform Use Policy
October 2024

It is the intent of the Chickasha Public Library to provide opportunities for patrons to participate in library activities via online video conferencing platforms. Below are examples of some of the in-meeting security controls or features that the Chickasha Public Library meeting host reserves the right to utilize in order to ensure the meetings are safe environments for patrons.

Examples of Security features to be enabled or utilized:

- **Mute participants:** Participants may be muted upon entry. A host, i.e. the library staff member holding the program, may mute/unmute individual participants or all of them at once. A host may block unwanted, distracting, or inappropriate noise from other participants.
- **Remove participants:** If the host removes a participant from the meeting, they can not return.
- **Put participants on hold:** The host may put an attendee on hold, and their video and audio connections will be disabled momentarily.
- **Disable video:** The host may turn a participant's video off, allowing the host to block unwanted, distracting, or inappropriate gestures on video.

- **Lock the meeting:** The host may lock the meeting after a certain time to prevent anyone new from joining.
- **Use of waiting rooms:** The host may decide to use a waiting room. If they do, participants will be admitted to the meeting individually by the host. Waiting rooms are optional and not always used, because the host needs to manually approve every person in the waiting room, which can be challenging if there are a large number of participants.

Examples of features that may be disabled:

- **File transfer:** To prevent participants from sharing files through the in-meeting chat.
- **Annotation:** To prevent participants from writing on the host's screen.
- **Private chat:** To prevent participants from messaging each other privately during the program to help cut back on distractions. Participants can message the host privately.
- **Screen sharing:** Screen sharing, including the use of a WhiteBoard if available, may be disabled for participants. The host can share their screen but cannot annotate on the screen nor use the Whiteboard.

All Video Conferencing Platforms and their individual safety control settings and features to be utilized will be utilized at the discretion of the Chickasha Public Library Director or designated staff member hosting an online meeting.

Additionally, the Chickasha Public Library has the following expectations for those participating in Video Conferencing programs/meetings:

1. Do not be disruptive or offensive. This includes but is not limited to shouting or swearing and/or use of profanity.
2. Do not have any inappropriate or indecent images visible while on camera.