Zoom Guidelines for Meetings with Teens

updated 5/11/2020

At this time Teen Services will start piloting private Zoom meet-ups with existing program/club groups, such as LETs, Alphabet Soup, K-Pop Dance Club, book clubs, etc. Participation will be by invitation only to known prior program attendees, and will require two library staff present. We will not be offering "open to the general public" events at this time.

1. **Planning**
   a. Each event should follow the [Guidelines for Virtual Programs](#).
   b. Clear your event with Stephanie C. before scheduling with your group
   c. Check the Teen Services Zoom Programs Google calendar to ensure your event doesn't conflict with another Teen Services event, then schedule
   d. Once you've chosen a date, add the *(Virtual Meeting Tool)-Programming virtual meeting tool* and notify Justin to create the meeting in our shared Zoom account. He will share the link and password with you.
   e. [How to book Community Engagement Zoom Tool](#)
   f. Share your event link and password with only your group members and include the Participant Expectations listed below in your message

2. **Running the Event**
   a. See the [Guidelines for Live Streaming](#) to guide your program plan and decide who will manage the chat, waiting room, etc? Who will be the primary presenter?
   b. All patron mics will be automatically disabled at the start. The host can choose when to un-mute attendees, or if a raise hand function will be utilized.
   c. Waiting room will be enabled, so staff can screen for approved attendees.
   d. Have a plan for removing disruptive guests, and allowing late participants.
   e. 10 minutes before your event, communicate with Justin and have him give you host status for the event.

3. **Participant Expectations**
   Include these rules with your Zoom meeting link & password.

   a. Do not share the link, let me know if you would like to invite a friend.
   b. This event is for Teens Only. Adults, besides library staff, are not allowed on the call. If a parent, guardian, or other adult wants to sit with you, out of frame and off mic, that is permitted.
   c. Make sure your screen name matches the name I know you by, or let me know ahead of time if you plan to use a nickname. The waiting room feature will not show the patron's face.
   d. Teens must show their face at first. This will ensure only teens participate, confirms that no adults or unauthorized persons have entered the event, and

maintains accountability for each attendee. After showing their face at the start of the event, attendees may disable their camera and mic, if they choose.

e. The library will not record these meetings and ask that attendees also refrain from recording. We cannot guarantee the confidentiality of the meeting, as other attendees could be using a recording device.

f. The link will lock five minutes after the event starts. This should ensure that strangers are unable to enter the meeting.

g. Group agreements and Patron Behavior Policy must be followed. Those who violate these agreements will be removed from the meeting.

h. The meeting hosts reserve the right to disable attendee microphones and cameras if the group agreement or behavior policy is violated.

i. If group members wish to remain entirely anonymous we ask that you consider engaging with The City Library in other ways at this time.

4. **Group Agreements**

a. All of our meetings should begin with a group agreement.

b. "Before we begin today, we would like to share our group agreements and ask if you have any additional requests we can accommodate in order for you to participate and have fun while you're here. We'll share a short list on the screen, and then you can raise your hand if you'd like to add anything."

   i.   Respect: Please respect each other and our hosts. Use requested pronouns if corrected. Racist, homophobic, xenophobic, and other disrespectful, or bullying comments will result in removal from the group.

   ii. Confidentiality: Please respect the privacy of other members of the group.

   iii. Everyone has the right to their opinion: Respect everyone's opinion, even if it's not the same as yours

   iv. One microphone: One person speaks at a time

"Do you have anything you'd like to add to our list?"

"Great! Thank you for helping us with that. Can we all agree to follow these rules while we are together today? Great! We'll post our rules in the chat so we can refer to them if necessary. Thank you."

5. Statistics Tracking

a. We still need to track attendance for these programs.

b. How to count statistics for livestreamed programs

   i.   Count the program as "1" event

   ii. Count attendance by number of live views

   iii. If the program is recorded and posted for continued viewing, track those views separately.

c. Use this form to enter the number of participants you have at your event.