

Virtual Space Reservations

To reserve a virtual meeting space:

<https://libcal.readingpl.org/reserve/virtualmeetingroom> Website

Link: <https://www.readingpl.org/virtual-meeting-room-space/>

(password protected: virtual)

Virtual Space Zoom Account: <https://zoom.us/>

Login: rplroomreserv@noblenet.org, password: w0nd3rLIB: **use the Google login button.**

Watch a short video on how to open the [Zoom Account](#)

Email Account: rplrgroomreserv@noblenet.org, password: w0nd3rLIB

ELIGIBILITY/POLICIES/DETAILS

- Patrons must book the virtual space online. Staff will not book space for the public. If patrons call to book, direct them to the booking link.
- The virtual space may be booked between three months and up to 7 days in advance.
- The virtual meeting room space can accommodate up to 100 participants for up to three hours at a time.
- Virtual meetings are available during the library's hours of operation and must begin at least 30 minutes before the library closes to public service.
- Library staff will enter the virtual meeting fifteen minutes prior to the official start of the meeting to go over the basics and to transfer hosting duties.
- If an organization/individual host does not arrive by the meeting start time, the meeting may be canceled. It is not the responsibility of staff to run the meeting.
- Meetings, events, or programs must be open to the public.
- Virtual meeting rooms are not available for social functions.
- The Applicant must be a Reading resident, 18 years or older and have a library card;
- The virtual space is available for Reading non-profit and non-commercial organizations, groups, or individuals that serve the Reading community.
- The program serves an educational, cultural, or civic purpose to the community;
- The Applicant and all attendees agree to abide by Reading Public Library's [Patron's Rights and Responsibilities Policy and the virtual meeting space policy](#).
- The Applicant does not charge any fees for registration and attendance; nor do they offer the sale of any goods or services.

STAFF RESPONSIBILITIES

- Fifteen minutes before the meeting's start time, library staff will start the Zoom meeting.
- The organization or individual hosting the meeting will be admitted to the meeting by the library staff.
- Library staff will then review basic Zoom procedures and hosting options:
 - Screen sharing
 - Designating a host/co-host
 - Admitting the public to the event
 - Removing a participant
- Library staff then will pass hosting duties to the host and leave the meeting.
 - During library hours, Library staff will be available to provide limited technology assistance to the host.
- Any issues with the technology used to access Zoom is not the responsibility of the library.

Zoom Instructions:

- Basic Zoom instructions are available on the [library website](#). I've also created a short [video](#) with hosting instructions. Excuse the insane hair.
- Landing Page:
<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>
Hosting:
<https://support.zoom.us/hc/en-us/articles/201362603-What-Are-the-Host-Controls->
- Managing Participants:
<https://support.zoom.us/hc/en-us/articles/115005759423-Managing-participants-in-a-meeting>
- <https://www.perkinselearning.org/technology/blog/zoom-101-basic-steps-using-zoom>

Schedule and Scheduling:

Virtual Space may be booked:

Monday, Tuesday, Wednesday: 10 am-7:30 pm

Thursday: 1 - 7:30 pm

Friday and Saturday: 10 am-3:30 pm

Sunday: 1-4:00 pm

Staffing options: Work can be done remotely or in-library. LH will make sure a weekly schedule is available. All employees Grade B and up should know how to perform all Zoom functions listed above.

MONDAY - FRIDAY

9:30-1:30 Administration: Handling all meetings starting between 10:00 and 1:30

1:30-4:30 Public Services: Handling all meetings starting between 2:00 and 4:30

4:30-7:30 Collection Services: Handling all meetings starting between 5:00 and 7:30.

SATURDAY

9:30-12:30 Public Services: Handling all meetings starting between 10:00 and 12:30

12:30-3:30 Collection Services: Handling all meetings starting between 12:30 and 3:30

SUNDAY

1:00-4:00 Public Services: Handling all meetings starting between 1:30 and 4:00

CONFIRMING APPOINTMENTS AND ADDING TO CALENDAR

Michelle and Louise will confirm and add appointments to the Community Calendar. If you aren't Michelle or Louise, you do not need to read any further.

To mediate:

First, have both LibCal and the RPL Room Reservation Zoom account open.

In LibCal:

Go to Manage Spaces, click on the Mediation tab and then click on the blue Approve/Deny button to mediate.

Spaces in Location

Utilization Booking Grid & Availability Confirmed Bookings Booking Explorer Contact Tracer Occupancy Data **Mediation** 1 Widgets

This page will display all requests for items that have been set to require approval prior to completing a reservation. Click on Approve/Deny to view additional information and to approve or deny the request. If a request is approved, patrons will receive an email notification confirming the reservation. If a request is denied, patrons will receive an email notification alerting them that their request has been denied. If you do not see the Approve/Deny button, you are not authorized to approve mediated requests for spaces in that Location or Category.

Zone Category Status Search All Locations

Search:

Space, Seat	Location, Zone, Category	Name	From	To	Status	Cost	Action
Virtual Meeting Space	Reading Public Library, Virtual Meeting Room	Michelle Filleul michelle.filleul@gmail.com	6:00pm Tuesday, February 23, 2021	7:30pm Tuesday, February 23, 2021	Mediated Tentative	\$0.00	<input type="button" value="Approve/Deny"/>

Showing 1 to 1 of 1 entries

Look over the booking details and confirm that it follows the Virtual Meeting Space policy. Once you confirm that it does, open the Zoom tab and schedule the meeting by clicking on the Schedule a meeting button:

Profile **Meetings** Webinars Recordings Settings

Meetings Get Training

Upcoming Previous Personal Room Meeting Templates

to

Today

