

Public Library Programming Classroom Policy Southwest Iowa Library Service Area

Revised 12-13-10

Policy: Libraries in SW Iowa have the use of an Adobe Connect classroom for the purposes of online programming for their patrons.

Procedures/Regulations:

1. Adobe Connect Terms of agreement require that the SWILSA Administrator be present in the classroom when it is being used for programming. Libraries must therefore schedule classes/sessions in consultation with the Administrator.
2. SWILSA will be the official sponsor for classes, in accordance with Adobe Terms of Agreement, but the local ~~public~~ library will be co-sponsor, and programming will be provided by the local library.
3. The classroom may not be used for individual or personal purposes, or for commercial purposes.
4. The classroom is limited to 100 seats.
5. The local public library will be responsible for planning programs, arranging speakers, and publicizing the program. SWILSA will assist with information for participants re: computer readiness for classroom.
6. The local library will provide a person to act as producer for the program, with assistance from the SWILSA Administrator. SWILSA will provide training for producers.
7. SWILSA will not charge local libraries for use of the classroom.