



Libraries

Comhairle Chontae Uíbh Fhailí
Offaly County Council

Code of Conduct for Attending Library Events Online

The document sets out, in brief, some guidelines for those attending online events with Offaly Library Service. They are intended to enable events to run as efficiently and effectively as possible. Our privacy statement concerning online events can be found on our website at <https://www.offaly.ie/eng/Services/Libraries/Library-Policies-and-Publications/Data-Protection-Privacy-Statement-Offaly-Libraries.html>

Prepare for the event by addressing/ testing technical issues beforehand

Library events online use Zoom, you do not need an account to participate, simply use the link and password that is circulated to you after you successfully book your place. If you have not used Zoom before, please test it out with a friend or family member beforehand. Zoom host free daily live and interactive webinars to train people on using Zoom

<https://support.zoom.us/hc/en-us/articles/360029527911>

Decide if you are going to join the event via phone, laptop, etc, and test it out.

Child protection

If you are booking the event for your child, please be aware that Offaly Library Service requests that a parent/guardian remains present in the room for children under 12 years of age during the event.

Attendance

The name you use to book the event is the name that will be admitted to the event to guard against Zoom bombing. To assist with this, please check the Zoom name you enter is accurate.

Audio is essential, video is optional

Joining with video is optional but you will need a microphone to participate. Please stay on mute unless you are speaking.

Asking a question

If you want to ask a question, please raise your hand, or put it in the chat function (if available). This will allow the facilitator to deal with questions in turn.

When speaking, always introduce yourself

When speaking please introduce yourself, it is hard to identify a person just by voice, and it may be confusing if it is not clear who is speaking.

Speak loudly and clearly

Ideally use a headset with a microphone if you can.

General Behaviour

Offaly Library Service will not tolerate any instances of inappropriate behaviour that is considered as threatening, derogatory, disruptive or abusive by another person. Any instances of harassment or discrimination will not be tolerated. Any offenders will be ejected from the meeting and refused entry to any other online event organised by Offaly Library Service.