

# **SPL VIRTUAL MEETING CODE OF CONDUCT**

**Patron's participating in a Springfield Public Library online program are expected to adhere to the library's Code of Conduct. In particular please note that "disruptive behavior that interferes with [other patrons'] use of the Library or Library operations is not allowed." Find our Patron Code of Conduct here: <http://wheremindsgrow.org/conduct.htm>**

- We will announce at the beginning of events if the event is being recorded.**
- Reminder: This a public forum and subject to public record laws so please do not share personal or private information in this setting.**

# Virtual Program Etiquette and Helpful Hints

- ♦ This is a public space and you are not anonymous. Please act and dress appropriately.
- ♦ Please use only a first name and initial to identify yourself.
- ♦ Please mute your audio, if possible, when you are not speaking and please indicate to the moderator when you wish to speak (raise your hand, wave).
- ♦ Please minimize distractions to others, such as eating, moving the video camera, or other distracting visuals or noise.
- ♦ Be explicit and animated about non-verbal communication: Nodding; thumbs up; handraising.
- ♦ Enjoy! There may be frustrating moments with technology, but we'll do what we can to help you. If you are having problems connecting to a meeting please consider joining via phone - the number is listed on the email invite to each event.