Policies for Online SBU Libraries Events, effective Fall 2020

These policies were developed based on lessons learned from Spring and Summer 2020 programming. The steps below will help automate event access for our patrons.

1. Events will be listed on the library website and promoted on social media according to normal workflows.

2. After COWG has approved the event, event organizers will create their own Zoom meetings for the event. This means event organizers are responsible for ensuring the security of their events per university instructions. **Please see the document [How To Create an SBU Libraries Event in Zoom for the First Time](#) for detailed information about creating Zoom events.**

3. Zoom meeting links will **not** be posted publicly. Instead, each event description will include a link to the Zoom registration form and a line informing participants that they will receive the Zoom link upon registration. At least three weeks prior to the event (and ideally immediately after the event has been approved), organizers must send Claire/Stacey a link to their Zoom registration form.

4. Whenever possible, it is recommended to identify a co-host for Zoom events to assist with technical issues and to monitor chat.

5. Hosts of virtual events may also consider live-streaming on Facebook or Instagram or, with [presenter consent](#), recording their event.