**Guidelines for Online Events with Youth**

* Required: At least two adults representing MCL must attend each meeting. This could be MCL employees or volunteers and/or the program presenter. One to facilitate conversation and the other to monitor the chat and manage technology.
* Choose a [technology platform](https://docs.google.com/document/d/1KgGqaLz2DYgsPFE800bfgZpnjholobktyHRGZIPw3yA/edit?ts=5ec5c1ca#heading=h.kc3tayo5tafz) that is acceptable for use by the age range of your event.
* Generate a new meeting ID, each time that you meet to limit the meeting ID getting passed around and having uninvited guests join the meeting.
* Do not post meeting links on open social media or public forums and remind meeting participants to not forward links.
* Share [participant expectations](#_ki8fxuau7b9s) via email along with a meeting link and password.
* Require pre-registration and use the “waiting room” feature to admit registered participants into your meeting.
* Admit participants one at a time, verifying that they have registered for the event.
* Begin each meeting with a reminder about participant expectations and share other group norms or guidelines that you have established for your meetings.
* If the platform allows, consider disabling features that you will not need, such as screen-sharing by non-hosts and private chats.
* Do not take screenshots of the meeting and/or share screenshots of meeting participants on social media to protect patron privacy.
* Keep meetings with youth open to observation by parents, and guardians. To protect youth space, they are welcome to join out of frame and off mic if they would like to observe the event.
* Reminder, library staff are also mandatory reporters in virtual environments.
* Meetings with youth may not be recorded without prior permission from Programming & Community Outreach (PCO) and will require [parental permission](https://docs.google.com/document/d/1QPxkG9sX8dL1_qjfm6a3segeknqBV8yjwlWVdT75rXM/edit?usp=sharing). If permission is received to record a meeting staff will need to modify the expectations to notify the participants about recording and receive parental permission.

## **Participant Expectations**

Once a patron has registered for a youth only event, include these rules with your meeting link & password. You do not need to send these participant expectations for events that youth attend with an adult.

Participant Expectations

* 1. Do not share the meeting link. Let us know if you would like to invite a friend. We will add them to the registration.
  2. This event is for Youth Only. If a parent or other adult wants to sit with you it is okay. They should be out of the picture frame on your computer and off of the microphone.
  3. Make sure you are joining the call with the name and email that you used to sign up for the meeting. This is the only way we will know it is you, since the waiting room feature will not show your face.
  4. You must show your face on the camera or say your name over the phone when asked by the adult leader to join the meeting. This will help us make sure that only youth are at the meeting. It will help us keep other adults or unknown people out of the meeting. After you have been let into the meeting, you can turn off your camera and microphone. If you wish to remain entirely anonymous we ask that you consider engaging with the library in other ways at this time.
  5. The library will not record these meetings. We ask all participants not to record the meeting. We cannot promise the meeting will not be recorded by another youth at the meeting. However, we will remind everyone to follow these expectations at every meeting.
  6. Do not take screenshots or photos of the meeting. Do not share photos, video or information about participants at the meeting on social media to protect the privacy of others.
  7. These expectations and [Multnomah County Library rules](https://multcolib.org/multnomah-county-library-rules) must be followed.
  8. The meeting hosts can turn off your microphone and camera if you do not follow these expectations or break a library rule. If you break the rules or do not follow the expectations, the library host can remove you from the meeting.