

Accessibility Rights/Responsibilities for Remote Access to Meetings

The Libraries recognize the importance of person-to-person interaction and the communication opportunities afforded by meetings. We value equitable participation, inclusion and accessibility for our full workforce, many of whom normally work in locations at a distance from any given meeting with nine library locations (branches and other facilities). Technology represents a critical support in those instances. This document describes the roles of various stakeholders in ensuring effective meetings with remote access.

To support our full workforce:

Library Technology Services (LTS)

- LTS will provide and ensure standardized support for library meeting rooms, training rooms and other equipped common physical spaces, ensuring appropriate technology, documentation, and readily available support.
- LTS will ensure periodic review and updating of technology, and corresponding communications to relevant users and updated documentation for rooms.
- Upon request LTS will provide consultations and trainings on remote technology; these can be requested at any time (by calling, emailing, or through a Grover ticket).
- In coordination with supervisors, LTS will ensure library personnel have appropriate access to the equipment necessary for participating in remote meetings, which may be access to an appropriate, suitably equipped common space at their location.
- LTS will provide an orientation to Zoom and other prevalent technologies for remote meetings as part of the standard onboarding process for all new library personnel. During onboarding and when requested, an LTS staff member will review the technical equipment setup, test Zoom and any other software, and review standards and practices, including this document, to ensure support. This will include review of security settings and host controls for managing meetings.

Meeting Organizers' Responsibilities for Access

- Meeting organizers will arrange remote access for library-wide or as needed for department-wide candidate presentations as part of their hosting responsibilities for physical meeting spaces for interviews.
- The Libraries' training program personnel will arrange for remote access for trainings.
- Committees and other groups will arrange remote access for participants as appropriate.
- It is expected that meeting organizers will review security settings (for example, <https://elearning.ufl.edu/keep-zoom-secure/>) to best protect against intrusion.
- Meeting organizers will arrive with sufficient time to initiate the meeting and will open the meeting by reviewing any specific guidance for meeting participation via chat or other features.

Meeting Participants

- In-person when possible: Given that the Libraries understand the value of in-person meetings for the meetings themselves and collateral communication, meeting participants should attend meetings in-person when reasonably possible (e.g., a person working in Library West should routinely attend a meeting hosted in Library West). *Note: currently because of COVID-19, it is expected that meetings will remain remote in general.*
- It is expected that remote participants will connect to meetings at or slightly before the meeting start time.
- It is expected that remote participants will regularly test their equipment and connectivity, if they are infrequent users, and that they will contact Library Technology Services prior to a remote meeting if there are extant questions or concerns.