

St. Joseph County Public Library
Tele-meeting Room Reservation
Guidelines

By reserving a tele-meeting room, individuals agree to the Meeting Room Policy and to the tele-meeting Room Reservation Guidelines. Requests must be made by individuals who are 18 years of age or older and are not currently banned from using the library for violating the Code of Conduct.

Purpose: Tele-meeting rooms are intended for personal use where the primary goal is to conduct or participate in virtual appointments, consultations, or hearings. Tele-meeting rooms are not available for other uses.

COVID Guidelines: When required by the St. Joseph County Department of Health, face masks must be worn at all times when using a tele-meeting room, except when using the room alone.

Reservations and Confirmation: Online reservations for tele-meeting rooms should be made 24 hours in advance. Drop-in use of tele-meeting rooms will be permitted on a first-come, first-served basis. After hours use of tele-meeting rooms is not available. A valid St. Joseph County Public Library card number is needed to make a reservation.

In the interest of providing service to as many individuals as possible, use of tele-meeting rooms by any individual is limited to four (4) hours per week system-wide.

Cancellation: Cancellations must be made 24 hours prior to the time of tele-meeting room use.

Should you need to cancel your reservation, kindly do so via sjcpl.org or call library staff at the location where you've reserved space:

- Centre Township Branch: 251-3700
- German Township Branch: 271-5144
- Roger B. Francis Branch: 282-4641

The Library reserves the right to cancel or change tele-meeting room reservations if circumstances so demand. If the Library must close due to emergency situations or inclement weather, all reservations scheduled during the closure will be cancelled.