



Camden County Library System has acquired host licensing for Zoom Video Communications so we can provide services for staff and patrons. Virtual Meeting Rooms are free and available for groups, organizations, and businesses to use remotely.

The Virtual Meeting Rooms can accommodate a maximum of 100 people and be reserved for a guaranteed three hours, Monday through Thursday from 11:00 a.m. to 6:00 p.m., Friday and Saturday from 11:00 a.m. to 5:00 p.m., except on holidays where the Library is closed. Simply complete an online registration 24 hours before your desired meeting time and Library staff will send you an email confirmation and meeting invitation information for you to share with your participants/audience.

Virtual Meeting Rooms are subject to the same regulations as set forth in the Camden County Library System Meeting Room Policy, [MNG -16 –Meeting Room Use](#), approved May 14, 2019.

What Can I Do with This Service?

Camden County Library System will provide access to a Virtual Meeting Room via Zoom Video Communications service. Inside the room, you can video chat, text chat, share screens, conduct voting, give a lecture, etc. with up to 100 people; if you have a larger audience, special arrangements can be made to accommodate those needs. Library staff will start the meeting for you 15 minutes before your meeting is scheduled to begin and then give you host access when you join the meeting. Presenters/organizers are asked to join the meeting 15 minutes before start time so Library staff can assist you. If the presenter/organizer does not join prior to the start of the meeting, the library staff reserve the right to cancel the meeting. Examples for using Virtual Meeting Rooms might be a business meeting, a speaker event with slides, a class, or a social gathering with friends or loved ones.

Who is eligible to reserve a room?

Any Camden County Resident, Business, or Organization is welcome to reserve a Virtual Meeting Room. To make sure only community members have access to this resource, we do require that you have a Camden County Library Card. If you live in Camden County, but do not have a library card, you can sign up for one today and use it right away.

When can I host a meeting?

Rooms can be reserved in 30-minute increments. The maximum session length for all Virtual Meeting Rooms is three hours. The first 15 minutes of your meeting is reserved for Camden County Library staff to go over how the Virtual Meeting Room works before they turn control of it over to you, so reserve your session accordingly.

What technology do I need?

If you are using a computer or mobile device you can connect via the Internet or mobile data plans (carrier charges may apply), Zoom Cloud Meetings has clients for Windows, Mac OS, Linux, iOS, Android, and ChromeOS. You can connect with a web camera and microphone, but if you don't have any of these things, a regular telephone will also work for audio access only (long distance charges may apply).

How Many Virtual Meeting Rooms can I reserve?

To start, you may reserve up to two meetings per 30 days, per person/group/organization.