Use of the videoconferencing equipment
The Lake County Law Library Resource Board has made available a videoconferencing service. In keeping with our original charter, this service will only be available to our users – Members of the Lake County Bar Association and Elected Officials of Lake County, Ohio. This service can be used during the regular business hours of the Law Library for out of town depositions or testimony, arraignments, child testimony, CLE seminars, and anything else members wish. The unit is portable but must be used in the main courthouse building. Library personnel will be responsible for scheduling the appropriate room.

Reservation and application procedures
All reservations will be handled by the Lake County Law Library personnel. All reservations will be handled on a first come, first serve basis. Reservations can be taken at any time up to 24 hours before the scheduled conference depending on room availability. Reservations should be done in advance in order to secure a location and schedule a test call with the remote site. Video conference participants must deposit a non-refundable set-up fee of $75.00 at the time of booking a conference BEFORE any work will be done on their behalf. Participants will then be charged a minimum fee of an additional $50.00 for the first hour of the video conference. Additional time will be charged $25.00 every 15 minutes.

Conferences can be scheduled Monday through Friday from 9:00 am until 3:00 pm. All conferences must conclude at 4:15 pm. Conference participants will be notified of the location for the videoconference before the scheduled event. The video conferencing equipment will be tentatively booked at the time of the request, but not confirmed until the $75.00 non-refundable set-up fee is paid. The Lake County Law Library Resources Board has the right to change or cancel reservations.

Before the videoconference
No work will be done on the video conference until the $75.00 non-refundable set-up fee is paid. Library personnel will secure a location and schedule a test call to the remote site. Video conference participants CAN NOT make the reservations, as our equipment is compatible with certain other equipment and library personnel know what to look for and what to do. The Law Library is not responsible for any fees accrued from the remote location and will forward any information beforehand to the video conferencing participant to take care of. The Law Library cannot be held responsible if the video conference does not proceed because such fees are not paid.

During the videoconference
Library personnel will initiate the video conference call and stay within a reasonable distance, usually staying within the room of the video conference, to operate the equipment. The Law Library is unable to store equipment or materials for groups using the facility. No outside equipment may be brought in to integrate with the videoconferencing unit. Conference participants have access to the copy machine and other services in the library during the course of the conference in accordance to regular library policy. Library personnel will not accept telephone calls or relay messages to people attending the conference except in emergencies.

Liability
The Lake County Law Library is not responsible in the event of telecommunications or equipment malfunction or failure. Nor is the Law Library responsible for the performance of the third party providers involved in the videoconference. Users are expected to abide by standard
principles and practices for organizing and conducting a successful videoconference, including those pertaining to matters not directly association with the Law Library.

Granting use of the videoconferencing equipment does not imply approval by the Lake County Law Library Resources Board of the group, the meeting or the ideas presented at the meeting. No announcement or promotional materials should state or imply The Lake County Law Library Association endorses or sponsors the event or organization. Such promotional material should only state The Lake County Law Library as the site of the event.