



## **DISTANCE LEARNING POLICY**

Board Reviewed/Approved February 23, 2016

Lawrenceburg Public Library District is committed to providing opportunities and resources for life-long learning. LPLD uses the term “Distance Learning” to refer to technology and instructional systems that deliver education to students who are not physically on-site in a classroom with an instructor. In support of that commitment the LPLD is able to offer access to Internet classes, webinars and proctoring services at both the Main Library and the North Dearborn Branch Library.

Since rapidly changing technology can render current equipment obsolete, careful evaluation as to cost effectiveness, longevity and community need /demand will govern decisions regarding repairs and maintenance of distance learning equipment.

When room and equipment reservations for distance learning are necessary, they will be accepted by LPLD with the following provisions:

1. Reservations are accepted on a first come first served basis.
2. Policies governing the use of the meeting rooms will apply.
3. The individual or organization requesting the service will be responsible for registering with the originator/broadcaster, for promotion and for payment of any fees incurred.
4. The individual or organization must insure that the library is provided with the necessary information to receive the transmission or to access the test site at least 48 hours in advance.
5. A room use agreement/distance learning agreement/proctoring agreement must be signed by the responsible party.
6. Lawrenceburg Public Library assumes no liability for failure to receive any scheduled presentation or to access any test site due to either technical difficulties or human error.
7. The Library observes all copyright restrictions which may apply and requires that the customers do so as well. Under no circumstances can a copy be made of any broadcast recording by the library without express permission from the copyright holder.
8. No commercial use may be made of any recording broadcast.
9. The program must be educational or informational.

### *Proctoring Services*

Students engaged in distance learning may arrange Library proctoring of online or written tests/exams with appropriate advance notice. There is no charge for this service to residents of Dearborn County. A fee of \$ 25.00 will be charged for proctoring of nonresidents.

The student is responsible for insuring that the necessary arrangements and payment of any required fees are made with the educational institution in advance of the agreed upon proctoring date.

The following guidelines regarding proctoring service apply:

- Proctoring is available by appointment only during the library public service hours.
- Tests must be scheduled in advance through the Library Director, Branch Manager, or Director's designee.
- Students are responsible for all arrangements with their schools and for following any deadlines set for the exams.
- Tests must be scheduled to conclude no later than 30 minutes before the library closes.
- Space for test taking will be first come first served based on availability of rooms and computers.
- Students are responsible for ensuring that all exam requirements are met and that the library has received any written test exam or password for an online test before the date of the exam.
- LPLD cannot proctor online exams that require the Library's computer settings to be modified.
- Library proctors will not sign a proctoring verification form that attests to more requirements than can be accommodated.
- LPLD will make every effort to provide a quiet location but cannot always ensure a quiet environment, nor can it ensure that the student will be under complete observation during the entire test.
- LPLD will not be responsible for any delayed tests or for any loss of completed tests once they leave the library's possession.
- Any charges associated with the exam such as postage, use of fax machine or copies must be paid by the student. There will be a charge of \$1.00 per page if the institution requires that the test be returned via fax.
- Proctored students are assumed to be on the honor system. In the event that the student does not comply with test instructions, the test will be stopped and written documentation will be sent to the institution for which the test is being taken.
- Students who fail to show up for exam appointments without notice may lose proctor privileges
- Library Proctors may refuse a request that involves an unreasonable time commitment.

Adopted by the Board of Trustees  
Lawrenceburg Public Library District

Attested: \_\_\_\_\_  
Secretary



**Lawrenceburg Public Library District  
Distance Learning Facility Use Agreement**

I, the undersigned, am responsible party for the use of the Distance Learning Equipment on \_\_\_\_\_ (date). I have read and I agree to all the provisions of the Lawrenceburg Public Library Distance Learning Facility Policy and the Meeting Room Use Agreement.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)



## Lawrenceburg Public Library District Proctoring Agreement

By signing below, I agree to the following rules for taking an examination proctored by a staff member of the Lawrenceburg Public Library District.

1. I understand that when a Library staff member agrees to proctor an examination, the staff is obligated to follow the instructions and rules of the examination sponsor.
2. I therefore agree to follow all instructions of the Library staff regarding the examination.
3. I understand that although the Library staff will do its best to meet my scheduling needs, final date and time decisions will be made by staff.
4. It is my obligation to provide the Library staff with the examination instructions prior to beginning the exam.
5. I agree to pay all fees related to the examination in advance. I also understand that the library cannot arrange for UPS or Fed EX pickup.
6. I agree to pay the fee of \$1.00 per page if I am required to fax the exam.
7. I will arrive for the examination at the date and time set.

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**Signature**

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**Date**