

Lawton Public Library TELEHEALTH BOOTH POLICY

The Lawton Public Library provides a telehealth booth for health-related appointments. Use of the telehealth booth may not interfere with the normal operation of the library.

Use of Rooms

Telehealth booth may be used for health-related appointments conducted by:

- Videoconferencing
- Still (high quality photo) images
- Telephone conference

In permitting the use of library telehealth booth, the Lawton Public Library, its Board, and the City of Lawton do not advocate or endorse the viewpoints expressed by any individuals using the facilities.

The booth may be utilized for non-health activities at the library management's discretion. It may not be used as a study room.

Reservations

- Only two (2) upcoming appointments can be reserved at any time.
- Reservations may be made up to sixty (60) days in advance.
- No same day requests are allowed.
- Requests are not considered booked until approved by library staff.

Telehealth requests are initiated on the library's website: <https://lawtonpubliclibrary.skedda.com/>

Cancellations

Excessive no-shows or cancellations may result in further requests by an individual to be declined. Reservations are considered no-show if the telehealth booth is not occupied within thirty (30) minutes of the reservation. If necessary, the library reserves the right to change or cancel reservations.

Hours/Charges

Booth is available without charge during regular library hours and must be vacated thirty (30) minutes before closing time. Set-up and clean-up times must be included in the reserved time.

Adjournment

Library staff must be notified when appointment is adjourned

Room Set-Up

All individuals are responsible for setting up the telehealth booth and leaving the room clean and in an orderly manner. All trash is to be placed in designated trash receptacles.

Equipment

Individuals should expect to provide their own equipment unless previously arranged with the library. Use of library equipment is subject to availability and is not guaranteed.

Conduct

Individuals are responsible for conducting their appointment in an orderly fashion, for keeping noise to a reasonable level, and for safe-guarding any City/Library property used in the booth. Individuals which fail to observe the general requirements and responsibilities for the use of the telehealth booth may be suspended for a period of time designated by the Library Director, and are subject to liability for damages, as set forth herein.

Refreshments

No refreshments of any kind are allowed in the telehealth booth.

Liability

The City of Lawton does not assume any liability for groups or individuals attending telehealth appointments in the library, nor for equipment, supplies, materials or any personal possessions owned by them. Individuals using the facilities acknowledge and agree they are liable for any damage to City/Library equipment or to the booth caused by misuse, carelessness or other such acts or omissions. All children in the rooms must be under close adult supervision.

There are potential risks to this technology, including interruptions, unauthorized access, and technical difficulties and that you or your healthcare provider can discontinue the telehealth appointment at any time if it is felt that the videoconferencing connections are not adequate for the situation.

The Lawton Public Library does not clean the telehealth booths between uses. Please use health and safety precautions. Use of the telehealth booth is solely at the discretion of the individual, who agrees to hold the library harmless in all matters related to their use.

The Lawton Public Library is simply providing a location to take a telehealth appointment and is not responsible for any non-HIPAA compliant software used during my appointment by my telehealth specialist.

While this booth has been designed for enhanced sound and visual privacy, the booth is located in a public space and complete privacy, especially when entering/exiting the space, cannot be guaranteed.

Exceptions

Exceptions to this policy may be made by the Library Director, in a non-discriminatory manner when determined to be in the public interest.

Library Board Approved: 11.2.22