Delivering Bookbug Sessions online

Supporting families to continue enjoying Bookbug Sessions during lockdown

Ages 0–5

Resource created by Scottish Book Trust

scottishbooktrust.com

Scottish Book Trust
inspiring readers and writers

Contents

About this resource

This resource will help you deliver Bookbug Sessions online (if you choose to) during lockdown while social distancing procedures are in place.

It has been so inspiring to see the efforts of Bookbug Session Leaders in keeping the Bookbug community spirit alive during lockdown. We know how difficult it must be for so many of you, especially those with families with young children, in keeping yourselves safe and well both mentally and physically during these difficult times. Playing and sharing stories, songs and rhymes is one of the best things we can do for our children at this unsettling time, so thank you for helping families to keep doing these activities at home.

We've had a lot of enquiries regarding acquiring permissions for delivering recorded or live Bookbug Sessions online so we have produced this resource to help guide you and make you aware of the legal guidance for sharing songs, rhymes and stories online.

Which platform is best?

There are a few options regarding which platform to share your sessions on, each with its own advantages. Depending on how you already connect with your families online, you will know the right way to share your Bookbug Sessions with them.

Online Platforms	
Zoom	Zoom is an easy, reliable cloud platform for video and audio conferencing, collaboration, chat, and webinars across mobile devices, desktops, and smartphones. Zoom offers free video conferencing for up to 100 participants, with a 40-minute time limit. (Paid subscriptions are available) With Zoom you can send participants a direct web link to your private live stream. If you do use Zoom we would recommend you use 'meeting' format, and ask parents to 'pin' the Session Leader's screen so participants can see you throughout. Leaders can mute participants from time to time e.g. explaining session, reading story etc. to stop microphone interruptions. This platform allows interaction with participants. Sign up for a free account and have a practice with friends and family first. For more information, click the Zoom hyperlink on the left.
Facebook Live	Facebook Live is a free feature of the Facebook social network that uses the camera on a computer or mobile device to broadcast real-time video directly to Facebook. Live broadcasters can decide who on Facebook can see their video and use this content to engage their audience. If you decide to use Facebook Live we would recommend you use your nursery or library's Bookbug page (if you have one) rather than a personal account. Depending on copyright permissions you may need to delete your video after broadcasting. If you broadcast live please ensure your broadband connection is strong. For more information, click the Facebook Live hyperlink on the left.
YouTube	YouTube is a video sharing service where users can watch, like, share, comment, and upload their own videos. YouTube can be accessed on PCs, laptops, tablets and via mobile phones. You can make your videos private or public. Depending on publishers' permissions you may only be allowed to post privately rather than publicly. For more information, click the YouTube hyperlink on the left.
Instagram Live	Instagram Live is a feature on Instagram Stories that allows users to stream video to followers and engage with them in real time. When users broadcast live video streams on their accounts, a ring highlights their profile picture in Instagram Stories to alert followers that they can view the live stream. For more information click the Instagram Live hyperlink on the left. If you decide to use Instagram Live we would recommend you use your library or nursery's Bookbug page (if you have one) rather than a personal account. Depending on copyright permissions you may need to delete your video after broadcasting. For more information click the Instagram Live hyperlink on the left.

Pre-recorded videos can also be posted to your social media feeds e.g. Facebook, Twitter and YouTube if you make sure the copyright permissions allow this. Again, we advise that you do this through your Bookbug profile rather than your personal profiles.

Which books can I share?

Be aware that permissions for sharing books can be different depending on whether or not the session is live-streamed (and not recorded) or recorded and posted so it can be watched any time. Make sure when you are choosing your books that you are following the correct guidelines for each publisher.

We have a guidance on the Scottish Book Trust website that outlines what you can do with the correct permissions from certain publishers which we will keep updated with any changes.

For ease, we have summarised the legal permissions for some well-known picture book publishers and linked to each webpage for full guidelines.

Publisher	Live streaming only	Please email publishers for their records	Social media tags	Delete video by:	Book examples
Faber and Faber		garights@faber.co.uk	@FaberChildrens	30th Sept 2020	*Not Yet Zebra* by Lou Kuenzler, Ill. by Julia Woolf
Macmillan			@MacmillanKidsUK		*The Something* by Rebecca Cobb
Little Tiger	X	publicity@littletiger.co.uk	@LittleTigerUK	30th Sept 2020	*Nibbles the Book Monster* by Emma Yarlett
Child's Play	X	office@childs-play.com	@ChildsPlayBooks	31st Dec 2020	*One, Two, Three… Run!* by Carol Thompson

Penguin, Bloomsbury and Walker titles are only for use by schools, libraries, and bookshops and can mainly be shared on education platforms. Please click through for specific permissions on how to share their content online.

Some handy hints:

- Most publishers require that you state the title of the book, and the author/illustrator at the beginning of the video as well as stating *'with permission from (publisher name)'*. Most also request that the book is read word for word with no additional content added, so it is good practice to get into this habit.

- Please notify all publishers in advance – most will require details of what is being read and where the reading is taking place.

- For live videos through Facebook, YouTube etc. they may automatically record a copy to your account, **these recordings will need to be deleted immediately, or by the date in the table above**. Please double-check each publisher for their specific guidelines.

- It is always best practice to tag the authors/illustrators as well as the publishers of the book you are sharing with the correct social media tag or handle.

If you have any questions please call or email our Digital Projects Manager, Ruth Grindley on 0131 524 0165 or via email on **ruth.grindley@scottishbooktrust.com**

Which songs and rhymes can I share?

The majority of traditional songs and nursery rhymes are out of copyright and can be performed publicly without permission. Check out our Song and Rhyme Library and Bookbug app for some ideas, but note that some of the tracks on there (the ones that aren't traditional songs and rhymes) are still in copyright. If in doubt, a quick Google search will usually tell you.

Unfortunately, audio tracks on the app, CDs and Song and Rhyme Library are only licensed for that use and cannot be played publicly outside our app or website.

Promoting your Bookbug Sessions

If you are planning to deliver Bookbug Sessions online and would like to promote wider use the hastag #BookbugOnline. You can also tag our Bookbug accounts on Facebook (@BookbugSBT) or Twitter (@Bookbug_SBT) or let us know via email - **bookbug@scottishbooktrust.com** with information about your session. We love to promote local Bookbug Sessions on our website and social media and help spread the Bookbug cheer a little further.

Tips for brilliant Bookbug Sessions

- You can use our Bookbug logo on your videos to let families know they are 'normal' Bookbug sessions. Alternatively, you can verbally introduce them to their Bookbug Session when you start the video.

- If you can, wear your Bookbug t-shirt and use the Bookbug mascot as you would normally. However, we appreciate that this may not be possible as your resources may be stored elsewhere.

- Remember to apply the usual principles for a Bookbug Session. Have a plan and a structure, starting with the *Hello* song and ending with the *Goodbye* song. Speak, rhyme and sing slowly and clearly, use actions and repeat each activity several times. When reading aloud, your voice, gestures and facial expressions will help bring the story to life.

- If you don't have access to your usual resources, feel free to get creative with things you have around your home. Soft toys, pots and pans, musical instruments and other creative props are actively encouraged if this is your normal style. Encourage families to join in with their own props too. But remember, you (and your voice) are your best prop.

- Include songs and rhymes that families will know from your sessions. This will help parents/carers and children feel comfortable and confident joining in.

- At the end of your session you can promote our [Bookbug app](#) and the [Home Activities Hub](#) on our website to encourage families to join in the fun whenever they can.

- If you decide that remote Bookbug Session delivery works for you, why not set up a regular day and time for your session so families can look forward to new sessions regularly. Remember to let us know so we can support your promotion (if you want us to).

- If you need inspiration, we are creating weekly themed [Bookbug Session templates](#) on our website.

- You can have a look at the [booklists on our website](#) for inspiration on great books to share. Remember to check permissions though.

- Most of all - have fun! We've been really humbled by the efforts of Bookbug Session leaders so far in continuing to spread the joy of stories, songs and rhymes during these difficult times. We really appreciate your energy and support.

Collating and reporting your online Bookbug Session statistics

Help us keep track of all the amazing Bookbug Sessions that are happening across the country to keep families learning and having fun during the lockdown. Knowing how many sessions are happening and how many people come to them helps us support our session leaders and keep the programme going.

Every quarter we will send out a Survey Monkey link for you to complete to let us know how many online sessions have taken place and how many 'views' your online Bookbug Sessions have had. It will take around 5-10 minutes to complete. If you have any questions please email bookbug@scottishbooktrust.com so we can help.

Some handy hints:

- Don't forget to record your Bookbug views before you log out of a Zoom session or delete a video from your Facebook or YouTube account

- Copy and paste your favourite (or most useful) feedback from your comments or chat box so you can share it with us later.

Recording your numbers after a session

If you are using **Facebook**:
Send us the number of **peak viewers** for your Bookbug Session after it has finished. You find these by visiting 'All Posts Published' on your page and clicking on the post title for your video (marked with a video camera icon). Instructions here.

If you are using **Zoom**:
Send us the number of **participants** for your Bookbug Session by selecting 'Reports' from the menu on the left hand side of the screen, choose 'Usage' and select your session. This lets you generate a report with the number of participants. Instructions here.

If you are using **YouTube**:
Send us the number of **views** for your Bookbug Session by going to Youtube Analytics and use the Live & on demand filter. Instructions here.

How we will use your information
We will keep your details safe, secure and private. Read our privacy policy for further details. If the information you provide is shared outwith Scottish Book Trust it will be done so anonymously. We will never share your personal details without your explicit consent.