



Delivering Bookbug Sessions online

Supporting families to
continue enjoying Bookbug
Sessions during the
restrictions caused by the
coronavirus pandemic

scottishbooktrust.com



Ages 0–5

Resource created by
Scottish Book Trust

**Scottish
Book Trust**
inspiring readers and writers

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About this resource

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

It has been so inspiring to see the efforts of Bookbug Session Leaders in keeping the Bookbug community spirit alive during the Coronavirus pandemic. 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.

Staying Safe Online

Before your Bookbug Session goes live, remember to think about how to keep participants safe online. Here are a few things to consider:

- Don't give out personal information that could identify children e.g. surnames or specific locations, and ask parents not to give out these details in the chat.
- Think about how you share the link. If the event is public, use a technology where you can ask the audience to register to watch the stream and issue a log in and password. If your session is for a closed group, don't send this link out publicly.
- It is important to know people are who they say they are, especially in closed group sessions. Utilise the waiting room feature, you can check who people are before allowing them into the group or ask people to keep their cameras on throughout.
- Ensure any chat function is moderated. People should not share personal details with each other, especially if using a technology option where you cannot confirm who people are.
- Disable any functionality that allows people to communicate with each other directly in chat that you can't moderate.
- Even when sharing pre-recorded sessions – remember to moderate any comments.

For more information, Scottish Book Trust has put together a [digital child protection policy](#). Please be aware that it is your responsibility to ensure any online activity is in line with your own organisation's child protection policy.

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	
<u>Zoom</u>	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 also 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 Zoom on the left.
<u>Facebook Live</u>	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 Facebook page 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 Facebook Live on the left.
<u>YouTube</u>	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 YouTube on the left.
<u>Instagram Live</u>	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 Instagram Live 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 organisational profile rather than your personal account.

Filming tips

If you would like some hints and tips for filming your session, we have a [handy video guide](#). If you are pre-recording your Bookbug Session, you may need to edit your video a little, even if it's just to trim the beginning and end of the video. Your organisation may have a preferred video editing software. At Scottish Book Trust, we use the free version of [DaVinci Resolve](#).

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 [guidance on the Scottish Book Trust website](#) outlining permissions from certain publishers, which we will keep updated with any changes.

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 streamed on Facebook, YouTube etc, a copy may be automatically recorded to your account. You will need to delete these recordings either immediately or within a certain timeframe. Please check the guidelines for each publisher.
- 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 email bookbug@scottishbooktrust.com and a member of the team will get in touch.

Which songs and rhymes can I share?

Most nursery rhymes and Bookbug Session songs are out of copyright and can be performed publicly without permission. Check out our Bookbug [Song and Rhyme Library](#) and [Bookbug app](#) for inspiration!

Please note: audio tracks on the Bookbug app, CDs/online playlists and Bookbug Song and Rhyme Library that have been performed by external musicians have only been licensed for that use and cannot be played publicly. You can still sing the songs if they are out of copyright. If you are in any doubt as to the copyright of a song or rhyme we advise you to choose an alternative.

Promoting your Bookbug Sessions

Keep your communications about your online Bookbug Sessions as simple as possible. Don't forget to let people know the **date**, **time** and a link to the **platform** you are using – it's useful to post a wee reminder the day before, or even a few hours before. This also helps to build up the excitement!

Posting a picture of the story you're planning to share or giving hints about the theme of your online Bookbug Session can also help to engage families. Short teaser videos are also great for this.

If you would like to promote your online Bookbug Sessions to a wider audience you can use the hashtag #BookbugOnline. If you tag our Bookbug accounts on Facebook ([@BookbugSBT](#)) or Twitter ([@Bookbug_SBT](#)) we will do our best to spread the Bookbug cheer a little further! It's also helpful to let us know about your online sessions via email at bookbug@scottishbooktrust.com.

Tips for brilliant Bookbug Sessions

- Wearing your Bookbug t-shirt and using your Bookbug Doll lets families know that you're delivering a Bookbug Session.
- Remember to apply the usual principles of 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 resource.
- 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, promote our [Bookbug app](#) and online [Home Activities Hub](#) 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 have added [Bookbug Session plans](#) to our website. Sign up to our regular *I work with Bookbug* [newsletter](#) to find out about new resources as they are made available.
- 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 in continuing to spread the joy of stories, songs and rhymes during these difficult times. We really appreciate your energy and support.

For more tips, read Early Years Trainer Paul Kane's [article](#) on delivering online Bookbug Sessions.

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. Knowing how many sessions are happening, and how many people take part, helps us support our session leaders and keep the programme going.

Every quarter we will send out a survey to trained Bookbug Session Leaders. Filling out this short survey lets 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 or don't receive an email from us, 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.