

THE MODERATOR'S HANDBOOK

FIVE COLLEGE LEARNING IN RETIREMENT

Approved by the Curriculum Committee on March 30, 2026

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Introduction

Based on experience of past moderators, this handbook is intended to encourage initiative and creativity in the envisioning, proposing, and implementing of FCLIR seminars and workshops. It has been developed for FCLIR members who have never moderated before, as well as for experienced moderators who may be looking for additional ideas, support, or skill development. Seminar meeting formats can be proposed using Zoom, hybrid, or in-person.

This handbook is organized sequentially:

Part I deals with the Proposal Process, from the dawning of an idea, through the writing and submitting of proposals, to working with the Curriculum Committee and presentation at the Preview of the upcoming semester's offerings.

Part II starts with what a moderator should be doing in the months before the start of the semester. It continues with the actual moderating process, including the responsibilities of the moderator, and tips on improving the quality of the seminar and handling challenging situations.

TABLE OF CONTENTS

PART I: THE PROPOSAL.....p. 4

- The Proposal
- The Beginning: An Idea, Interest or Passion
- Refining Your Idea
- The Format and the Writing of the Proposal
- Submission to the Curriculum Committee
- Working with the Liaison from the Curriculum Committee, Editing the Proposal, and Final Approval
- The Preview

PART II: MODERATING A SEMINAR OR WORKSHOP.....p. 10

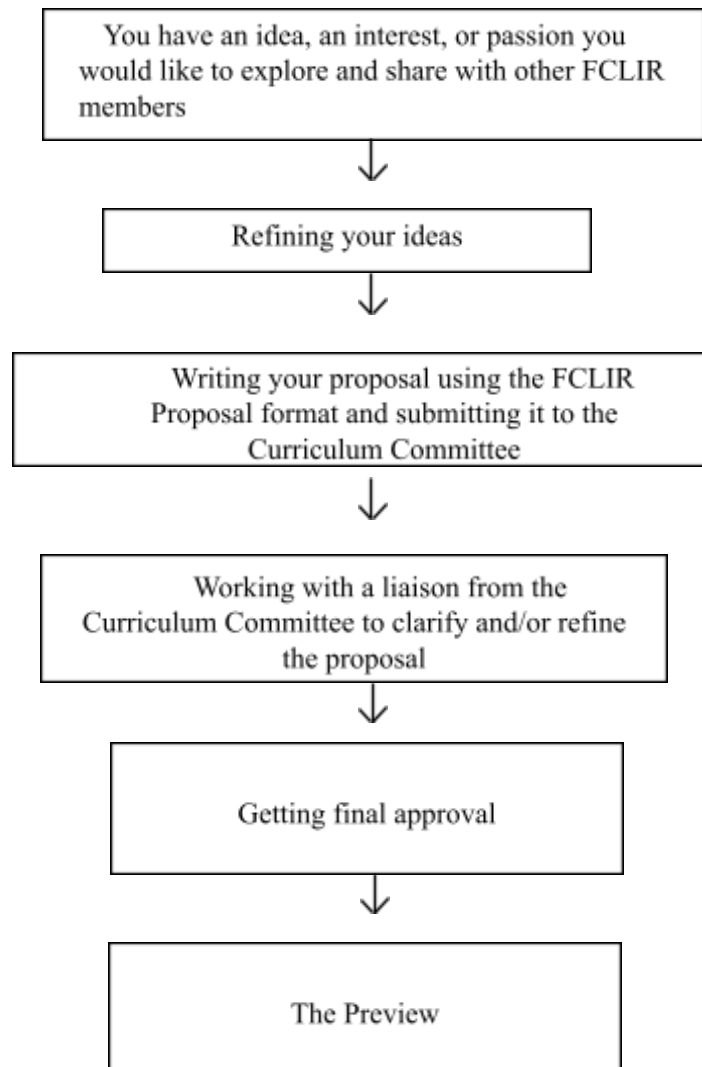
- Moderator Responsibilities Before the First Seminar Session
- Contacting the Registrants – A Checklist
- Logistics: Is it an Online (Zoom), Hybrid, or In-Person Meeting?
- Moderator Responsibilities at the First Session
- Moderator Responsibilities During the Course of the Semester

APPENDICES:

A: Online Seminar or Workshop Proposal Form.....	p. 21
B: Style Guide.....	p. 27
C: Subscription to Zoom Pro, How to Set Up Your Zoom Pro Account.....	p. 28
D: How to Allow Participants to Share Their Screen on Zoom.....	p. 32
E: Muting and Unmuting Participants on Zoom.....	p. 33
F: How to embed a YouTube Video in a PowerPoint Slide.....	p. 34
G: Two Sample Proposals (Seminar / Workshop).....	p. 35
H: Local Libraries.....	p. 36

PART I: THE PROPOSAL

An Overview of the Steps Involved



THE PROPOSAL

THE BEGINNING: AN IDEA, INTEREST, OR PASSION

It all begins with your enthusiasm, passion, or interest in a topic or activity. It could be a particular era in history or the important people of that era; a certain author, literary, or scientific movement; an artistic or intellectual skill. The topic may be academic or aesthetic, historical or contemporary, theoretical or practical, innovative or traditional. You need not be an expert in the subject, but you have a passion for it. You think that others in FCLIR might share your enthusiasm and want to learn about the subject or enhance their knowledge and skills along with you.

REFINING YOUR IDEA

Once you've settled on the general subject, one of the most important questions you need to ask yourself is whether there would be sufficient interest in your idea in the FCLIR community. Under the Help and Resources links on the website (Visit our Archive), you can find a list of past seminars and an archive of past catalogs. If that doesn't help, you can also approach veteran FCLIR members to get their sense. But don't be afraid to propose a totally new idea. Sometimes the only way to find out if there is interest in your idea is simply to propose it.

As your idea takes shape, it's important to consider whether it's too "small" to make use of the available time (usually 7-10 two-hour meetings)? Or is it too large to cover adequately in that time allocation?

Finally, you need to decide whether your idea will work better as a seminar or a workshop.

Seminars are focused on intellectual learning about a subject through presentations and/or discussions. Think about the questions and topics you hope the seminar will address. Remember, one does not need to be an expert in the subject in order to propose a seminar on it. What you need is the curiosity to learn more and willingness to do sufficient background work to become familiar enough with the topic to guide the seminar.

Workshops focus on improving a skill-set. Learning takes place through leader demonstration and hands-on member participation. Workshops can range from artistic endeavors, such as learning how to make collages, to learning a new set of computer skills. The list of FCLIR workshops is quite diverse, and has included topics such as: food tasting and preparation, photography, financial planning, painting and drawing.

Whether planning a seminar or a workshop, think about whether the resources participants will need are readily available at reasonable cost and understandable by non-experts.

THE FORMAT AND THE WRITING OF THE PROPOSAL

Having gotten this far, you are now ready to start drafting the actual proposal.

If you are unfamiliar with the proposal format, go to [http://FCLIR.org/Programs/Planning a seminar or Workshop/Propose a spring/fall or workshop](http://FCLIR.org/Programs/Planning_a_seminar_or_Workshop/Propose_a_spring/fall_or_workshop). In the list of forms, click on the link under Seminar Proposal Form. A copy of the online form is in Appendix A of this Handbook.

NOTE: In order to maintain consistency throughout the course descriptions, the Curriculum Committee has developed a “**Style Guide**” which has general style guidelines for you to use in drafting your proposal. It is included as Appendix B of this Handbook.

There are two important factors to consider before drafting the proposal. First is the submission deadline, which can be found in the FCLIR calendar at FCLIR.org. Second is the word limits for each part of the proposal, which are found on the form itself.

Below are some questions on the proposal form which require some thought and decisions.

Starting Week/Number of Weeks

The normal FCLIR "semester" runs for ten weeks, with an eleventh week available to make up a snow day if necessary. Seminars and workshops usually start near the middle of September in the fall or the middle of February in the spring. See the monthly FCLIR newsletter or on-line calendar for exact dates. For a standard 10-week seminar, enter "starting week" = 1 and "number of weeks" = 10. You may choose to offer a shorter seminar or workshop that starts in week 2 or later if you have too few attendees to fill a 10-week session.

Moderator Name(s) and Contact Information

You may wish to consider working with a co-moderator for a number of reasons. A co-moderator can help work with you in the development of the proposal and assist in the actual running of the seminar/workshop. This may be particularly helpful for first-time moderators.

Title and Subtitle

The Title and Subtitle (optional) should be as clear, original, and appealing as possible in order to catch the interest of prospective members.

Seminar or Workshop (select one)

This is an either/or question (see description above of these two types of offerings).

Format Preference (select one)

Online (Zoom), Hybrid, or In-Person?

Seminar/Workshop Description

The description has two purposes. First, you provide the information that allows an FCLIR

member to make a fully informed choice about whether to register. Second, you have a chance to show your passion for the topic, and why others might enjoy learning about it. You can give a brief background, explain why this topic is important, and describe the overall approach of the seminar/workshop. You might also provide examples of areas of discussion that it might stimulate. If appropriate, provide a small sample of possible topics to be covered and questions to be addressed. At the Preview you may supplement this list with handouts, which can also be posted online.

Number of Participants

The maximum number of participants is dependent upon a number of factors that you should consider.

In a ten-week seminar that involves formal presentations by all the participants, the maximum number is typically 18, including the moderator(s). This number allows for an introductory session, usually led by the moderator(s), plus two presenters per two-hour session in the remaining nine sessions.

You may want to specify a lower maximum if, for example, you plan to set aside special time for such things as additional discussions, the watching of a video, a guest speaker, a field trip, etc. You may also want to have fewer than 18 participants, especially if you plan a seminar of fewer than ten sessions. You may also believe the seminar/workshop would simply work better with a smaller number of participants. If the number of participants is lower than you expected, you might modify the number of sessions to balance the opportunities for optimal group participation.

Are You Willing to Accept Auditors?

Auditors are FCLIR members who feel, for a variety of reasons, unable to deliver seminar presentations or lead a discussion, but still want the opportunity to participate in a seminar. Moderators have the choice whether or not to accept up to two auditors in a seminar. Auditors will be in addition to the number of other participants you designate. You will discuss with any auditors the nature of their participation. For example, you might want an auditor to complete any required readings and participate in (but not lead) the discussions.

Roles of the Participants

The description of the roles of participants serves to provide prospective members with a further specification of what will be expected of them in the seminar or workshop. For example, you may specify whether they will be making a presentation, leading a discussion, doing specific readings, or something else. If you are planning to discuss a book, you may request that participants read the whole book before the seminar or read it sequentially as the seminar proceeds.

Publications and Resources

If you plan to ask members of the seminar to read particular books or essays, you should list the

details of those items and indicate whether the resources are required or just recommended. If you are going to refer to passages of a book, you may ask participants to all read the same edition to the extent possible. You may also note whether you will distribute a bibliography or other list of useful resources and where those resources are available.

Relevant Information about the Moderator(s)

When writing about yourself, be sure to mention any expertise you have regarding the seminar/workshop topic. On the other hand, if you are offering the seminar/workshop out of personal curiosity and interest in the topic, don't be afraid to simply note your passion for the topic as a layperson. It is also helpful to mention your experience in moderating seminars and/or workshops, particularly in FCLIR.

SUBMISSION TO THE CURRICULUM COMMITTEE

The online proposal form is in a Jotform format. You may compose your proposal using software such as Microsoft Word. However, if composing offline, be aware of the word limits for the "Description," "Resources," "Participant Roles," and "Moderator Information" fields. Once you have completed your final draft of the proposal, the easiest way to submit the proposal is to copy and paste individual sections into the online Seminar Proposal form. That form is found at FCLIR.org under the [Programs/Planning a Seminar or Workshop/Propose a Spring/Fall Seminar or workshop](#) link. Remember to press the **Submit** button!

PLEASE NOTE: In Appendix G of this Handbook, you will find samples of a seminar and a workshop proposal. These may be helpful as you draft your own proposal.

WORKING WITH THE LIAISON FROM THE CURRICULUM COMMITTEE EDITING THE PROPOSAL, AND FINAL APPROVAL

You will receive an email acknowledgement when you submit your proposal.

After submission, the proposal is distributed by email to the members of the Curriculum Committee. A member of the Committee is assigned as a liaison to work with you in finalizing the proposal.

The entire Curriculum Committee will review your proposal, generally at its next monthly meeting after submission. If the committee has any comments or concerns about the proposal, the liaison will communicate them and, if necessary, suggest revisions. He or she will work with you toward the most efficient way of making any changes.

Once the Curriculum Committee agrees that the proposal is ready for inclusion in the Preview, the liaison informs you that it has been accepted. The proposal is sent by the Curriculum

Committee to the FCLIR Office for inclusion in the next semester's offerings.

THE PREVIEW

Seminar and workshop offerings are presented to FCLIR members and visitors at the Preview of seminars for the upcoming semester, which is held toward the end of the present semester. As a moderator, you are expected to attend the Preview and are encouraged to bring any additional materials. For example, many moderators bring handouts which suggest possible presentation or discussion topics (15-25 copies are usually sufficient). Some moderators also bring books or other materials to help prospective participants more fully understand their seminar plans. Some moderators even bring a laptop to show relevant pictures or videos. You can find the Preview dates on the FCLIR calendar or on the FCLIR website.

PART II: MODERATING A SEMINAR OR WORKSHOP

MODERATOR RESPONSIBILITIES BEFORE THE FIRST SEMINAR MEETING

Several weeks after the Preview (after seminar registration and the Lottery), the FCLIR Office will send you and the members who have been enrolled in your seminar or workshop an initial class list. It will include the names, telephone numbers, and emails of everyone enrolled in the seminar or workshop. This list may change if and when people decide not to take the seminar and other people register. The office will inform you of all changes.

PLEASE NOTE: Enrollment of newcomers to a seminar or workshop is handled exclusively by the FCLIR office, not independently by the Moderator. The moderator must report to the FCLIR office anyone missing the first two meetings (assuming you were not notified of, or didn't approve of their absences). The FCLIR office will replace absentees through the waiting list if there is one.

When you receive the initial enrollment list for your seminar or workshop, you will find it handy to develop a permanent group mailing list of the participants so that you can quickly contact them by email in the future.

The next steps usually involve two different sets of activities described below. One relates to your interactions with participants leading up to the first session; the other regards the logistics of your seminar or workshop.

CONTACTING THE REGISTRANTS – A CHECKLIST

The Welcome Letter

As soon as possible after you receive the list of participants, send a welcome email to your class members. It should reiterate basic information about how the seminar/workshop will work. You should also ask participants to email or phone you if they have special needs. You might also provide a link to *The Participants Manual*.

With seminars based on presentations, you should develop a list of possible topics and ask your participants to choose a topic as soon as possible. Some moderators also allow participants to choose the date of their presentations. Your email should also clarify the length of time they are allotted to present (usually about 30 minutes, which allows ample time for discussion afterwards).

With workshops, you may need to make a list of materials and equipment that the participants should bring to the workshop.

Develop the schedule

In seminars, ask your participants to choose a topic as quickly as possible from the list you provided. Most moderators allow participants to present on topics not listed, but only with the moderator's approval. This caveat allows moderators to ensure the topic fits within the overall goal of the seminar. Remember that the final decision is yours. You have the right to disallow (tactfully, of course) presentations you think are inappropriate or beyond the scope of the seminar as you have designed it.

When topics are selected, develop a schedule that indicates who is doing what and when. Be as specific as possible. List dates and the presenter for the first and second hours. Your seminar may require a certain chronology. For example, a seminar on the history of a certain era might work better if presentations closely follow the historical chronology. Other seminars may not have such considerations.

The schedule may require several iterations. Class members may tell you that they expect to be away on a particular date or that they have (for good reason) a specific date when they wish to present. Occasionally, members will have similar, or identical, choices of presentation. (To help with this problem, you can ask for first- and second-choice dates and topics before drafting the schedule.)

Revise the schedule if new members join or someone drops out. Latecomers may be asked to take on a particular topic that you think is important for the overall experience of the seminar.

Even in workshops, a schedule of activities may be useful for participants to understand how it will be run.

These points about formulating a schedule are only suggestions. There are no FCLIR rules that apply to the steps that a moderator should take to shape his or her seminar/workshop.

If you have fewer participants than you planned on, you have several options.

First, you may decrease the number of seminar hours. For example, you may shorten the length of one or more sessions, decrease the number of sessions (i.e., start later or end earlier), or combine these strategies.

Second, you may also add in more time for discussions of related issues. You may make a few short presentations yourself, or you may ask participants if they would volunteer to make a presentation or lead a discussion on more than one topic

“Final” draft of the schedule

Send your “final” draft of the schedule to your participants before the first meeting. However, don't be surprised if at the last minute you hear from a participant who suddenly remembers that grandchildren from California are visiting that week.

Plan “B”

Occasionally, a participant calls in sick the day of his or her presentation. It’s useful to have something ready to pull out at those times. You might have a video, a hand-out, or other supplementary materials that can fill in the gap. If you have a full-blown presentation you were planning to do yourself at a later date, now might be the time to give it.

Auditors

If you have auditors in your seminar (see p.7), you should contact them to discuss how you would like them to participate in the seminar.

What to expect of participants

As you think about what to expect of participants, it will be helpful to review the FCLIR document, the *Participant’s Handbook*. It reviews the basics of what participants should expect in seminars and workshops. It also offers tips on how they can improve their seminar presentations.

LOGISTICS: IS IT AN ONLINE (ZOOM), HYBRID, OR IN-PERSON MEETING?

Prior to the Covid pandemic, FCLIR had many room scheduling agreements with local facilities. During the year 2020, it converted all its in-person meetings to Zoom virtual meetings. Currently, we support three meeting types: online (Zoom), hybrid, and in-person.

A. Online (Zoom) Meetings

Many of us have a love/hate relationship with Zoom. For all of its drawbacks, it has proven to be very useful to people with mobility issues, to anyone during snow-storms, and to people who are traveling. Appendix C explains how to subscribe to and use Zoom Pro for four months as a moderator. FCLIR will reimburse you for Zoom fees.

Before your first meeting, you (and your co-moderator, if applicable) should practice logging in to your Zoom Pro login account. Then practice sharing a sample presentation file (which must be open on your device before you enter Zoom). These are the steps you will take if giving an introduction to seminar material or when a participant is sharing his/her screen during a presentation.

As a seminar moderator, it’s wise either to help participants with their Zoom and online presentation skills or to help the presenter find a tech-savvy volunteer within the seminar for assistance. Given the variety of computer styles and systems that people own, as well as the computer industry’s periodic updates to software, it is useful to test online presentations beforehand. (Moderators may ask participants to do a test run prior to the presentation.) Note that the Appendices to this Handbook, as well as those in the *Participant’s Handbook*, contain guides on how to perform some common computer tasks. If you need assistance with these matters, call

the office and ask for a reference to someone in FCLIR with technical expertise.

Online Special Needs

Moderators should ask about the special needs of their participants and point out the Zoom option for automated captions (see Appendix C).

Online Name Display

Zoom automatically displays the name of each participant. However, if a participant is using a spouse's device, or if an iPhone number appears instead, the participant's name is unavailable to the group. Encourage all participants to learn how to display their names on whichever device they are using.

Online Email Attachments

In preparation for the first meeting of the class you may want to distribute handouts, even if they are available to download from the FCLIR website next to your course description. Please convert all handouts to .pdf format files before emailing them, as they will be more compact and easier for everyone to open. Remember that any published material must include acknowledgment of the source.

B. Hybrid Meetings

For hybrid seminars, the moderator(s) and some participants meet in-person at the **Five College Library Annex (202 Plain Road, North Hatfield, MA 01066; 413-542-4031)**. There, state-of-the-art video-conferencing equipment allows other participants to join the weekly meetings via Zoom if they prefer. The conference room is available for both hybrid and in-person FCLIR seminars.

Applewood Retirement Community (1 Spencer Drive, Amherst, MA 01002; 413- 253-9833) also has one large conference space, the Commons room, which is equipped for video-conferencing. The Commons room can seat 140, but Applewood usually closes the panel for FCLIR and puts up tables to seat thirty to forty people. Please note that the room is not exclusively earmarked for FCLIR and has to be reserved far in advance for a ten-week seminar. Applewood can provide an Owl for hybrid seminars, if notice is given in advance.

Hybrid Weekly Invitations

See Appendix C.

Hybrid Zoom Equipment (Annex)

Before the semester begins, all moderators should make an appointment (thirty minutes to an hour in duration) with the FCLIR Program Coordinator and the IT Specialist at the Five College

Library Annex. They will teach the moderator how to use their equipment for a hybrid seminar. It is preferable to use this equipment rather than bringing your own device, as the office equipment is guaranteed to be 100% compatible with current Zoom technology. You (and your co-moderator, if applicable) should bring the following items to your appointment: Your Zoom Pro login name and password, your meeting ID and passcode, and a USB flash drive containing a sample presentation file you have copied from your home computer or iPad.

On the office equipment, practice logging in to your Zoom Pro account and sharing your screen. Then practice displaying the presentation (which is on your flash-drive and plugged into the FCLIR laptop) on the large screen. These are the steps you will take if giving an introduction to seminar material or when a participant is giving a presentation. (Moderators may ask participants to bring in their flash drive for a test run prior to their presentation week). You will also learn how to unplug all equipment and return the laptop to the Program Coordinator before leaving the Annex.

Hybrid Zoom Equipment (Applewood)

A week before classes begin, the moderator should meet with an Applewood administrator to see the Commons room and go over technical questions. You (and your co-moderator, if applicable) should bring the following to your appointment: Your Zoom Pro login name and password, your meeting ID and passcode, and a USB flash drive containing a sample presentation file you have copied from your home computer or iPad. Applewood has a laptop available. Practice logging in to your Zoom Pro account and sharing your screen. Then practice displaying the presentation (which is on your flash-drive and plugged into the Applewood laptop) on the large screen.

During the semester Applewood staff can usually assist with technical questions. Seminar participants tend to bring their own laptops, because their presentations are on them. Applewood can provide an Owl for hybrid seminars, if notice is given in advance.

Hybrid Parking (Annex)

The Five College Library Annex has ample free parking in a lot directly adjacent to its ground-floor entrance with designated spots for the disabled.

Hybrid Parking (Applewood)

There is free guest parking as well as designated spots for the disabled at Applewood.

Hybrid Email Attachments and Photocopied Materials

In preparation for the first meeting of the class you may want to distribute handouts, even if they are available to download from the FCLIR website next to your course description. Please convert all handouts to .pdf format files before emailing them, as they will be more compact and easier for everyone to open. Remember that any published material must include acknowledgment of the source.

The FCLIR Office does not have a photocopier available for use by moderators or seminar participants, and does not provide that service. Although FCLIR rules state that moderators may ask seminar participants to contribute up to \$5.00 each for copying costs incurred by the moderator, many moderators cover the costs themselves. Participants cover their own photocopying costs.

Hybrid Name Tags

Name tags are invaluable, even though many participants know each other. During hybrid meetings at the Annex, place tent-type name cards on the conference table in front of each person and re-use them at each session. Because Zoom technology and the electronic audio-visual equipment cannot identify each individual seated around the table, every participant should use a name card and say their name every time they have the floor. Otherwise, remote participants via Zoom might not be sure who is speaking; as a result, they might not follow the flow of the conversation as well as those who are in the room.

Hybrid Special Needs (Annex)

Moderators should be aware of the special needs of their participants and do their best to meet those needs. (See Appendix C for captioning). The two Annex conference rooms are accessible to people in wheelchairs and those with other mobility issues. FCLIR owns audio enhancing equipment that can be reserved. Contact the Program Coordinator to find out what is available.

The moderator is responsible for making any last-minute, temporary changes in the room set-up and restoring the room to its original set-up. Finally, the moderator is responsible for leaving the room the way it was found (such as removing cups from the table and putting chairs where they were found).

Hybrid Special Needs (Applewood)

Moderators should be aware of the special needs of their participants and do their best to meet those needs. (See Appendix C for captioning). The Applewood Commons room is accessible to people in wheelchairs and those with other mobility issues. FCLIR owns audio enhancing equipment that can be reserved. Contact the Program Coordinator to find out what is available.

The Moderator is responsible for making any “last minute,” temporary changes in the room set-up and restoring the room back to its original set-up. Finally, the Moderator is responsible for leaving the room the way it was found (such as removing cups from the table, putting chairs where they were found, etc.)

C. In-Person Meetings

Check with the Program Coordinator about which in-person sites will be available in the upcoming semester. The Five College Library Annex in North Hatfield makes two conference rooms available for in-person or hybrid seminars. Other in-person sites may include the faculty lounge at Hampshire College in South Amherst and a few facilities on other Five College

campuses. Some senior living residences may also provide meeting rooms. Applewood Retirement Community in Amherst has been very cooperative in this regard for about twenty years. In the near future, we may also offer seminars and events at the Lathrop Community in Northampton.

In-Person Audio-Visual Equipment:

Check with each in-person site in advance as to what AV equipment it owns and can make available to you on the meeting dates and times for your seminar. Do not expect to borrow Zoom hybrid equipment from the FCLIR Annex. As the seminar moderator, it's wise either to help a participant with their AV needs or help the presenter find a tech-savvy volunteer for assistance. Given the variety of computer styles and systems that people own, as well as periodic updates to software, it is important to thoroughly test an AV presentation beforehand. Note that the Appendices to this Handbook, as well as those in the *Participant's Handbook*, contain guides on how to perform some relevant computer tasks.

In-Person Parking

Moderators must remind participants what parking arrangements are available at each venue. There is free guest parking as well as designated spots for the disabled at Applewood. The four colleges (Mount Holyoke, Hampshire, Amherst, and Smith) offer free visitor parking. However, the Program Coordinator will have to fill out forms ahead of time to specify all participant and moderator names, dates/times, vehicle make/model, and reason for parking. Contact the Program Coordinator with this information at least five business days in advance to obtain parking passes—preferably for all ten weeks of the seminar. The University of Massachusetts, Amherst, does not offer free visitor parking. Paid parking is available at UMass in the central parking garage (\$1.85 per hour in 2026) and in metered spaces. Contact the Program Coordinator if you have questions.

In-Person Email Attachments and Photocopied Materials

In preparation for the first meeting of the class you may want to distribute handouts, even if they are available to download from the FCLIR website next to your course description. Please convert all handouts to .pdf format files before emailing them, as they will be more compact and easier for everyone to open. Remember that any published material must include acknowledgment of the source.

The FCLIR Office does not have a photocopier available for use by moderators or seminar participants and does not provide that service. Although FCLIR rules state that moderators may ask seminar participants to contribute up to \$5.00 each for copying costs incurred by the Moderator, many moderators cover the costs themselves. Participants cover their own photocopying costs.

In-Person Name Tags

Name tags are invaluable, even though many participants may know each other. Some

moderators find the tent-type name cards helpful to place on the table in front of each person. Name tags or cards can be re-used at each session.

In-Person Special Needs

Moderators should be aware of the special needs of their participants and do their best to meet those needs. All rooms used by FCLIR are accessible to people in wheelchairs and those with other mobility issues. If hearing proves to be an issue, inquire of the facility hosting the seminar as to whether amplification equipment (such as a hand-held microphone) is available. Encourage those who may have difficulty hearing to sit closer to the speaker and to let you know if they still have trouble. Contact the FCLIR Program Coordinator to see what is available to borrow.

The moderator is responsible for making any last-minute, temporary changes in the room set-up and restoring the room back to its original set-up. Finally, the moderator is responsible for leaving the room the way it was found (for example, putting chairs where they were found).

MODERATOR RESPONSIBILITIES AT THE FIRST SESSION

Managing the seminar/workshop to foster active participant learning is a central part of the moderator's role. Some of the nuts and bolts of the first session may include:

- Sending a (Zoom) invitation approximately four days before the first session to all participants via email. Even if you are meeting in-person, such as at a senior living residence, some participants may not live there and need to be contacted via email to stay abreast of changes.
- Sending the final schedule (attached to the invitation) via email.
- Establishing a break procedure to be followed at each meeting. Most moderators use a mid-point break of about ten minutes.
- Reminding participants to silence their cell phones and, if they must take a call, to leave the room.
- Asking participants if they need help with Zoom and presentation software (PowerPoint for personal computers or some Apple devices, Keynote for Apple devices, or Google Slides) and identifying any tech-savvy members of the seminar who would be willing to provide one-on-one or small-group tutoring to those individuals.
- Establishing a cancellation policy if a session needs to be cancelled due to weather or some other emergency. The moderator should notify the FCLIR Office of any such cancellation and determine how make-up sessions will be handled. The general policy for snow days is that if the public schools of the town are closed, the seminar is canceled. But it would also be a good idea to say that you will email everyone early in the morning if the seminar needs to be cancelled. Online meetings are not affected by snow days unless there are power outages.

Although FCLIR values the strength of its educational programs, it also is important that we do not forget the social aspects of our meetings. So think about building in some opportunities for social interactions within the framework of the seminar structure. For example, longer

introductions during the first session, opportunity to visit during the break (with or without refreshments), informal lunch meetings, or a group gathering after the last session. We know that good discussions sometimes continue in an informal, more personal setting.

MODERATOR RESPONSIBILITIES DURING THE COURSE OF THE SEMESTER

The primary responsibility of the moderator is to ensure that the seminar runs smoothly, that time is well-used, that discussions are productive, and that the overall goals of the seminar are met.

Everyone in the seminar receives a Contact List of email addresses and phone numbers. Do you as Moderator expect presenters to **email study questions** or other handouts directly to everyone in the seminar? Or, are you willing to distribute such materials weekly on their behalf?

Let the speaker know when he/she is **approaching the allotted presentation time** (allowing for discussion). You call the break.

It is your job to **ensure that people stay on point**. Presentations and discussions can sometimes wander, but you should intervene if they wander too far.

It is also your job to **moderate discussions** (or to assist the presenter in leading the discussion, if he or she wants you to do so). Have questions ready to get discussions going; make sure discussions are orderly and respectful; encourage all participants to join in the discussions; and again, help the discussion to stay on point.

Other factors to be aware of:

The **nominations of people for election to Council** come from our seminars and workshops, so it's important to solicit a nomination from your group. You will receive a reminder about this from the FCLIR Office. One of your participants can volunteer to be the seminar's nominee, or a participant can be nominated by another participant. Assuming the person accepts, you should forward the name of the nominee to the FCLIR office, where it will be combined with nominees from the other spring and fall seminars and workshops and included on the ballot sent out following the spring Annual Meeting.

Guests: Presenters may be sensitive about and object to having guests in the session at which they are presenting. Therefore, inform your participants that if anyone plans to bring a guest, to let you know in advance so that you can clear it with the presenter for that day. If your seminar venue is one of the retirement communities, residents may attend one session of your seminar per semester after first talking to you. After that session, they would need to join the organization and enroll like other members.

Difficult participants: As a moderator, you may have to handle a variety of challenges that can sometimes arise with the participants themselves. Examples include people who dominate discussions, always arrive late, interrupt others, speak rudely, or are unprepared. There are no

easy solutions to these problems. You will sometimes need to ask yourself whether the problem is so infrequent or minor that it doesn't need special attention. If you believe that it is sufficiently disrupting, you will need to speak privately to that person, attempting to find a balance between tact and directness.

APPENDICES

A: Online Seminar or Workshop Proposal Form.....	p. 21
B: Style Guide.....	p. 27
C: Subscription to Zoom Pro, How to Set Up Your Zoom Pro Account.....	p. 28
D: How to Allow Participants to Share Their Screen on Zoom.....	p. 32
E: Muting and Unmuting Participants on Zoom.....	p. 33
F: How to embed a YouTube Video in a PowerPoint Slide.....	p. 34
G: Two Sample Proposals (Seminar / Workshop).....	p. 35
H: Local Libraries.....	p. 36

APPENDIX A: Online Seminar or Workshop Proposal Form

Propose a Seminar or Workshop

In-person, online, or hybrid format

Note that only current members of FCLIR may moderate a seminar or workshop.

The deadline to submit a proposal is Tuesday, March 31.

Instructions:

- All starred fields on this form must be completed. Once finalized, some of the information provided below will appear on the website and in the print copy of seminar offerings.
- Some of the following fields have word limits, including characters and/or spaces.
- You may save and come back to your proposal at anytime. To do so, please scroll to the bottom of the form and select "Save".

Moderator Information

Submission Date (today's date) *

- -
Month Day Year

Proposal for (select one): *

- Fall Seminar
- Fall Workshop
- Spring Seminar
- Spring Workshop

Moderator's name: *

First Name Last Name

Email address: *

Phone Number *

-
Area Code Phone Number

Co-Moderator's name:

First Name Last Name

Email address:

Phone number:

-
Area Code Phone Number

Seminar Information

Title (maximum of 45 characters) *

0/45

Subtitle (maximum of 15 words)

0/15

Online, in-person and hybrid seminars and workshops will be offered.

Please indicate your preference below:

Format preference *

- Online
- In-person
- Hybrid - give details under 'other relevant information'
- No preference

Description of the seminar/workshop (maximum of 160 words): *



0/160

Role(s) of participants (maximum of 50 words): *

0/50

Publications and resources that will be used by participants (maximum 100 words):

Prepare a handout to be posted with the online catalog if more space is needed and refer to it above.

0/100

Each semester can be 10 weeks long. Please specify below if you'd like your seminar to be shorter or start on a different week.

Starting week (1-6): *

Number of weeks (5-10): *

Additional Information

Would you like to have auditors in your seminar? If so, how many? *

ex: Yes, up to 2

Maximum number of participants including moderator(s), but not auditors: *

Relevant information about the moderator(s) (maximum of 35 words per moderator): *

0/70

Further information, questions, or comments?

Save or Submit

When you click the submit button, your proposal will automatically be emailed to the Curriculum Committee Co-chairs, to the FCLIR office, and to the e-mail address you supply below. The Co-chairs will then forward it to all members of the committee. The committee will assign a liaison to your proposal, who will contact you. If you do not receive an acknowledgement from the Committee within three days, please contact the FCLIR office.

***You will be returned to a Thank You page when you hit submit. If you do not receive this notice, please reach out to the office:

413-542-4031

fclir@fivecolleges.edu

Save

Submit

APPENDIX B: Style Guide

This guide addresses basic style, punctuation, and usage issues that arise in seminar and workshop proposals. Following these guidelines will help ensure consistency in the Preview course listing and help to simplify the proofreading process for Curriculum Committee members.

1. Titles and Subtitles of Seminars/Workshops. Capitalize all words (except interior use of “the,” “a,” “an,” etc.) in the Title. In the Subtitle (optional), capitalize only the first word.

Example: Title: Disease, Pain, and Sacrifice
Subtitle: The psychology of suffering

2. Purpose Statement. Write the Purpose Statement in a complete sentence.

Examples: The purpose of this seminar is to... OR Participants will study...

3. Title Citations. Use regular italics (not bolded) for the titles of books, plays, and essays. As italics are not available for the online form, please just put quotes around the book titles on that form and italics will be added when the form is converted to a Word document. If any edition is acceptable, include just the title and author.

Examples: *The Grapes of Wrath*, John Steinbeck OR John Steinbeck, *The Grapes of Wrath* OR *The Grapes of Wrath* by John Steinbeck. (With the online form, use quotation marks around book titles.)
If the moderator prefers a particular edition, add the publisher and date.

Example: *The Grapes of Wrath*, John Steinbeck, Penguin Classics, 2006.

4. Bulleted Lists. Limit long numbered or bulleted lists; if the moderator prefers a bulleted or numbered list, ensure that the number of lines of the overall proposal will fit on one page. Consider using semicolons as an alternative.

Example: Possible topics for presentation may include: Roosevelt’s early life; his administration as NY Governor; the 1932 election; etc.

5. Obtaining resources. When suggesting where to obtain written resources, do not list specific stores or online services. Instead, use a general statement.

Example: These books may be obtained through local and on-line booksellers, public and academic libraries and inter-library loan, and through the used book market.

6. Line Spacing and Indents. Within each section of the proposal, single space between lines and double space between paragraphs. Do not indent the first line of a new paragraph. Single space rather than double space at the end of a sentence.

APPENDIX C: Subscription to Zoom Pro & How to Set Up Your Account

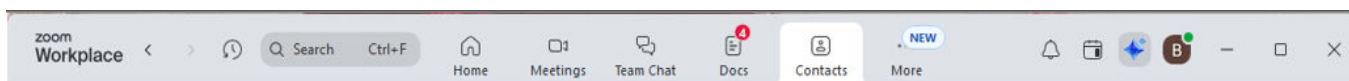
FCLIR is not affiliated with Zoom and therefore has no control over modifications to the Zoom Workplace website. Therefore, all instructions in this Handbook are accurate at the time of writing, but may need periodic updating.

Basic Zoom membership is free of charge to any member of the public who submits an email address. To provide a weekly two-hour meeting space for online and hybrid seminars, FCLIR asks one moderator per seminar to subscribe to **Zoom Pro** for four consecutive months. FCLIR reimburses the moderator at the end of the seminar. The monthly charge will change over time, but as of January 2026, it is \$18.05 per month, including tax.

Zoom Pro is designed for frequent personal use or small teams. It includes all features of Basic Zoom, plus Meetings (up to 30 hours per meeting, up to 100 participants per meeting), AI Companion, Docs, Clips, Mail, Calendar, Cloud storage (10 GB), and Live Chat Support. If you are moderating a fall seminar, begin your subscription on September 1st, and if you are moderating a spring seminar, begin your subscription on February 1st. Log on to the website, www.zoom.com, and on the Home page click on **Pricing** on the upper left side of the screen. In order to subscribe to Zoom Pro, you must provide current credit card and contact information to Zoom Workplace. Select monthly, not annual billing. There is often, but not always, a discount for new subscribers during the first two-months.

To receive reimbursement for a four-month subscription, make digital photos of all Zoom receipts—such as a partial credit card statement—and submit them with a form on the FCLIR website (Help and Resources/Forms/Expense Reimbursement/Zoom Hosting Reimbursement Form) at the end of the four months. Be sure to cancel your monthly subscription, or Zoom will continue to bill you.

How to Set Up Your Zoom Pro Account as a Moderator



On the Zoom Workplace ribbon at the top of the screen, click on **Contacts**. In the **Personal Contacts** column, click the small plus sign icon (+) above it to enter the name, email address, and phone number of your co-moderator (if applicable), each participant, and auditors (if applicable). Although entering this information takes a few minutes, it's worth loading it into your Zoom Pro account, which can be reactivated in future semesters. Be sure to save the contacts as you enter them.

Now go to **Meetings** on the Zoom Workplace ribbon. Enter the name of your seminar, the start date as well as the regular day of the week and time (for example, February 16, 2026; Monday, 9:30 – 11:30 a.m.) Even though you may develop a habit of logging on to the meeting 15-30 minutes before it begins or linger a few minutes past the end, Zoom only needs to know the officially scheduled meeting time and will not cut you off unless one meeting exceeds 30 hours! For recurring meetings, click on **Repeat** and select **Custom**. On the new screen specify that the

meeting repeats “weekly” on (for example) “Monday” and enter the end date of the seminar (for example, April 20, 2026).

Congratulations! You have created a new Zoom meeting (AKA event). Enter **Invitees** by typing in the names of your Co-Moderator (if applicable), all participants, and auditors (if applicable). Since these names are listed in your Personal Contacts, Zoom has their contact information.

Note that Zoom Pro gives you a choice between generating a different Meeting ID for every meeting you create (“Generate Automatically”) or using the 10-digit “Personal Meeting ID” it assigns you for all your meetings [xxx xxx xxxx]. If you are moderating one 10-week seminar and not on any FCLIR committees, select your “Personal Meeting ID” for simplicity’s sake.

For **Meeting Security**, select “Passcode” (note that a Zoom-generated passcode appears in the box). *Only users who have the invite link or passcode will be able to join the meetings.* Ignore the other two security options. Also ignore **AI Companion**.

For **Meeting Summary template**, select “General template.”

For **Meeting Chat**, select “Enable Continuous Meeting Chat.”

For **Video**, slide the “Host” and “Participant” buttons to the “On” setting.

For **Audio**, select “Telephone and Computer Audio.”

For **Calendar**, you can select “Outlook,” “Google Calendar,” or “Other Calendars,” or no calendar setting at all.

Then click on **Advanced Settings**, and select “Allow participants to join anytime.” Ignore the other options.

If you are working with a Co-Moderator, you might be tempted to enter his/her name in the **Alternative hosts** box, but only one Moderator needs an account to run a seminar! Unless you are certain that your Co-Moderator already subscribes to Zoom Pro, leave this box blank. Otherwise, Zoom Pro will expect to charge your Co-Moderator for a separate subscriber account.

Be sure to SAVE your edits.

The last section on the Zoom Workplace ribbon is **More**, and it contains options you don’t need and might have to pay extra for. These bells and whistles, which are designed for devoted Zoom users and are frequently under development, include (as of January 2026) Scheduler, Whiteboards, Clips, Tasks, Notes, Mail, Hub, Surveys, Apps, and Workflows.

Zoom Weekly Invitations

Zoom can send out weekly invitations to everyone who is listed as a meeting guest if you enable that automatic function—including how many days in advance to send it. However, some

Moderators prefer to control invitations to participants by copying the invitation inside the Zoom website to a new email within their own computer's email program. The most important items to copy, aside from date and time (put them in the subject line), are the Meeting ID, Passcode, and the links (underlined in blue) to the meeting. Be sure to list all email addresses correctly.

[redacted] inviting you to a scheduled Zoom meeting.
Join Zoom Meeting
<https://us06web.zoom.us/j/86324204716?pwd=4YjZu4DcJMKpQVW1u3d3DHOv6tjnsQ.1>

Meeting ID: [redacted]
Passcode: [redacted]

One tap mobile
+13092053325,,86324204716#,,,,*561997# US
+13126266799,,86324204716#,,,,*561997# US (Chicago)


Join instructions
<https://us06web.zoom.us/meetings/86324204716/invitations?signature=HsOltDlyjixER-IADdD4D8mC3SiBxQ6HxEUZ1yuZWl>

Zoom Special Needs: Automated Captions

Moderators should ask about the special needs of their participants and point out the Zoom option for automated captions.

To enable automated captioning for meetings or webinars you host:



1. Sign in to the Zoom web portal.
2. In the navigation menu, click [Settings](#).
3. Click the **Meeting** tab.
4. Under **In Meeting (Advanced)**, click the following toggles to enable or disable the settings. If a verification dialog appears, click **Enable** or **Disable** to verify the change.
Note: If the option is grayed out, it has been locked at either the group or account level. You need to contact Zoom.

- a. Automated captions: Allow users to enable automated captions in the selected languages in meetings and webinars.
- b. (Optional) Click the pencil icon  to select which languages you want to be available for captioning.
- c. (Optional) Select the Allow only the following users to enable captions for the meeting check box, then choose to give caption enablement to the Host.
Note: If this option is selected, then participants can request that the host enable captions.
- d. Click Save to confirm any changes.

Automated captions on device: Allow users on supported devices to process automated captions on their device in meetings. This feature is available on the Zoom Workplace desktop app version 6.5.3 and higher.


APPENDIX D: How to Allow Participants to Share Their Screen on Zoom

FCLIR is not affiliated with Zoom and therefore has no control over modifications to the Zoom Workplace website. Therefore, all instructions in this Handbook are accurate at the time of writing, but may need periodic updating.

1. Open the Zoom desktop app.
2. Start or [join a Zoom meeting](#) as the host.
3. On the Controls toolbar, click the upward arrow icon  next to Share Screen . Click **Advanced** sharing options. A pop-up window will appear.
4. Under **Who can share?**, select **All Participants**. All participants in the meeting will be able to share their screen in this session.



Notes:

- Changing this setting during a meeting only affects this current session. Restarting the meeting or starting a different meeting will revert the **Screen Sharing** options back to their default. To change the default for meetings you host, adjust the [screen sharing settings](#) on the [Settings](#) page on the web portal.

- You can also click Host tools  from the controls toolbar and make sure that the **Share screen** option is checked.
- If the options are greyed out, make sure that **Multiple participants can share simultaneously** is **not** selected in the **Advanced** sharing options window, as other options cannot be adjusted while it is enabled.

Advanced sharing options

The host in a meeting can also adjust other sharing permissions during a live meeting. These defaults can also be [adjusted through web settings](#).

1. Open the Zoom desktop app.
2. Start or [join a Zoom meeting](#) as the host.
3. On the **Controls** toolbar, click the upward arrow icon  next to **Share Screen** .
4. Click **Advanced** sharing options. A pop-up window will appear.
5. Adjust the following settings as needed:

One participant can share at a time: Only allow one participant to share at a time. Others must stop their share before someone else can begin sharing.

Who can share?

--Host Only: Allows only the host and any co-hosts to share their screen.


Who can start sharing when someone else is sharing?

--Host Only: Allows only the host and any co-hosts to interrupt someone's screen sharing and begin sharing their screen.

APPENDIX E: Muting and Unmuting Participants on Zoom



Please note that FCLIR is not affiliated with Zoom and therefore has no control over modifications to the Zoom Workplace website. Therefore, all instructions in this Handbook are accurate at the time of writing, but may need periodic updating.

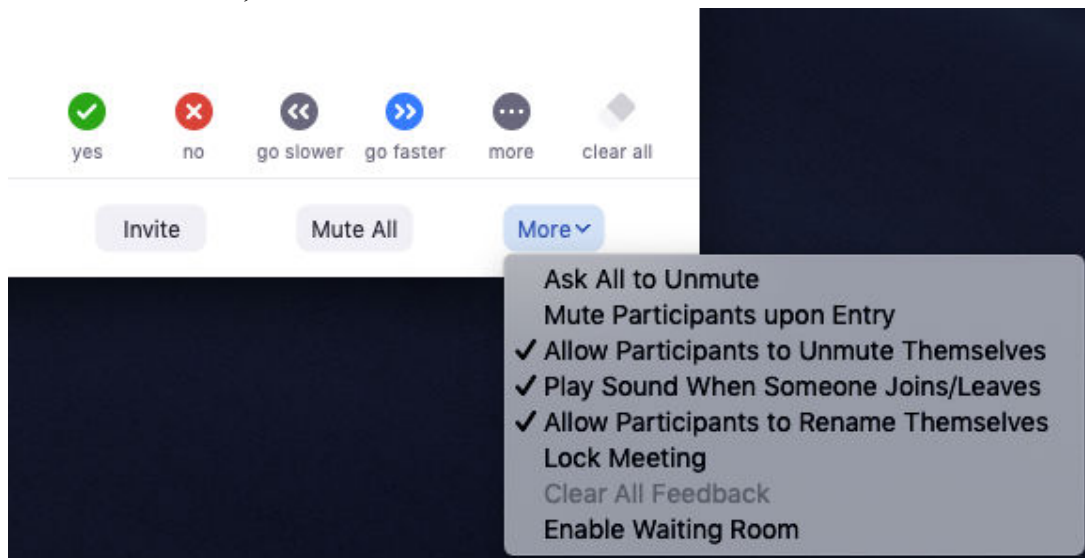
Muting/unmuting a specific participant

1. Sign in to the Zoom desktop app.
 2. Start a meeting.
 3. Click **Participants**  located in the meeting controls.
 4. Hover over a participant and click one of these options:
 - **Ask to Unmute:** Display a prompt for the participant that asks them to unmute. The participant can click **Unmute** in the prompt to unmute.
 - **Unmute:** Instantly unmute the participant without displaying a prompt.
- Note:** This option is only available if you [enable pre-approved consent to be unmuted](#) and the [participant provided consent](#).
- **Mute:** Mute the participant.

Muting all participants

The host or co-host can mute all participants that are already in the meeting, as well as new participants joining the meeting.

1. Click **Participants**  located in the meeting controls.
2. Click **Mute All**.
3. The host and co-host can also request everyone in the meeting to **unmute** themselves. This allows the participants to choose if they are ready to be unmuted or wish to remain muted.
 - a. Sign in to the Zoom desktop app.
 - b. Start a meeting.
 - c. Click **Participants**  located in the meeting controls.
 - d. Click **More**, then click **Ask All to Unmute** from the list.



All other participants will then be prompted to **Unmute** or **Stay Muted**.

APPENDIX F: How to embed a YouTube Video in a PowerPoint slide

Please note that FCLIR is not affiliated with Zoom, YouTube, or PowerPoint and therefore has no control over modifications to their websites. Therefore, all instructions in this Handbook are accurate at the time of writing, but may need periodic updating.

When creating your presentation:

1. Open your PowerPoint file and select a blank slide where you want to show the video.
2. Find the YouTube video you want to embed and click on the “address” above the video (for example, <https://www.youtube.com/watch?v=S8huF2Jgn4c>) and copy it.
3. Return to the PowerPoint slide. Click on **Insert** and then on **Video**. From the dropdown menu, select “Online Videos.” A new screen appears. Where it says “Enter the address for the online video,” paste the address you copied from YouTube and click on **Insert**.

Before giving your presentation:

1. Open your PowerPoint file before entering Zoom.
2. In PowerPoint select “Set up show”
 - a. Show type: select “Browsed by an individual (window)”
 - b. Advance slides: “manually”
 - c. Click “okay”
3. In Zoom click on “Share Screen.” Before clicking on your file, go to Share Options.
 - a. Check the boxes “Share Sound” and “Optimize for video sharing.”
 - b. Click on the file you want and click “Share.”

APPENDIX G: Two Examples of Proposals

(Boilerplate sections, such as names, day preferences, etc. are omitted)

Title of Proposed Seminar/Workshop	Film, Fear and Ideology	Still-life Watercolor Painting
Subtitle	Movies and the Cold War Mindset	Different techniques for improving your skills.
Format: Seminar or Workshop	Seminar	Workshop
Description of Seminar/Workshop	<p>Between the late 1940s and the early 1990s, filmmakers responded to the anxieties, rivalries, and absurdities of the nuclear age through a range of genres—from grim spy thrillers and political dramas to dark comedies satirizing power, and science fiction playing on paranoia. Focusing on films from the 1950s-1970s, the seminar will explore how Cold War cinema captured the fears and fantasies of its time.</p> <p>Dramatic films like <i>Fail Safe</i> and <i>On the Beach</i> played to the anxieties of the Cold War. <i>Dr. Strangelove</i> and <i>The Mouse that Roared</i> (1959) satirized it. <i>The Spy Who Came in from the Cold</i> and <i>Seven Days in May</i> featured intrigue, as did Alfred Hitchcock's <i>North by Northwest</i> and <i>Topaz</i>. <i>The Russians are Coming</i>, <i>Invasion of the Body Snatchers</i>, and <i>Planet of the Apes</i> looked at the homefront from very different angles.</p> <p>There will be two presentations each week, one a dramatic film and one a comedy, satire, or science fiction.</p>	<p>This workshop will well serve both beginning students, and more experienced watercolorers who want to revitalize their painting. The workshop is arranged in a series of exercises that are designed to be fun and which, because they are logically sequenced, are directed to building upon each other toward a better mastery of the medium. We will address materials and color theory and then get into brush movements, washes, glazes, mixing colors and color plans, the wet-in-wet technique, and texture. We will also address particularly difficult problems such as backlighting.</p>
The role of participants	<p>Participants will select a film to present from a list of suggested films. Each presenter will do a 20-30 minute presentation followed by discussion. Presenters can recommend readings and show clips during their presentations. Participants will view the week's featured films on their own prior to each session.</p>	<p>The participants will work at individual workspaces practicing the techniques introduced by the moderator.</p>
Publications and Resources (author, titles, editions, if applicable)	<p>Beside a list of suggested films, participants are encouraged to check out online sites, such as imdb.com, Rotten Tomatoes, and Youtube, to access film reviews and discussions. <i>The New York Times</i> maintains an archive of newspapers where it is possible to find reviews contemporary with the release of many films.</p>	<p>Participants are urged to purchase, Michael Crespo, <i>Watercolor Class</i>, Watson-Guption Publications, New York, 1994. The moderator will also provide a list of watercoloring supplies participants should bring to the workshop.</p>
Relevant Information about the Moderator(s)	<p>The moderator is a retired librarian who enjoys films that are intelligent and on the darker side. She's been a member of FCLIR for five years and this is the second seminar she's moderated.</p>	<p>The moderator is a long time amateur watercolorist who has attended several professional workshops on watercoloring.</p>
Facility Requirements (if any) (kitchen facilities, AV capabilities, specialized work space, etc.)		<p>Ample individual spaces for working on 16x20 water coloring paper, and a source of water.</p>

APPENDIX H: Local Libraries

City	Library Type	Library Name	Address	URL
Amherst	Public	Jones Library	43 Amity St, Amherst, MA 01002	https://www.joneslibrary.org
Amherst	University	Umass Amherst: W. E. B. Du Bois Library	154 Hicks Way Amherst, MA 01003	www.library.umass.edu
Amherst	College	Amherst College: Robert Frost Library	61 Quadrangle Dr, Amherst, MA 01002	www.amherst.edu/library
Amherst	College	Hampshire College: Harold F. Johnson Library	893 West St, Amherst, MA 01002	https://www.hampshire.edu/library
Amherst	College	Hampshire College: Yiddish Book Center	1021 West St, Amherst, MA 01002	https://www.yiddishbookcenter.org
Athol	Public	Athol Public Library	568 Main St, Athol, MA 01331	https://www.athol-ma.gov/athol-public-library
Belchertown	Public	Clapp Memorial Library	19 S Main St, Belchertown, MA 01007	www.clapplibrary.org
C/W MARS	Interlibrary Loan	Central and Western Massachusetts		
Easthampton	Public	Emily Williston Memorial Library	9 Park St, Easthampton, MA 01027	https://ewmlibrary.org
Florence	Public	Lilly Library	19 Meadow St, Florence, MA 01062	www.lillylibrary.org
Granby	Public	Granby Free Public Library	297 E State St, Granby, MA 01033	www.granbyfreepubliclibrary.org
Greenfield	Public	Greenfield Public Library	402 Main St, Greenfield, MA 01301	www.greenfieldpubliclibrary.org
Hadley	Public	Goodwin Memorial Library	50 Middle St, Hadley, MA 01035	www.goodwinmemoriallibrary.org
Hatfield	Public	Hatfield Public Library	39 Main St, Hatfield, MA 01038	www.hatfieldpubliclibrary.org
Holyoke	Public	Holyoke Public Library	250 Chestnut St, Holyoke, MA 01040	www.holyokepubliclibrary.org
Montague	Public	Carnegie Library	201 Avenue "A", Turners Falls, MA 01376	www.carnegielibrary.org
Montague	Public	Millers Falls Library	23 Bridge Street Millers Falls, MA 01349	www.millersfallslibrary.org
Montague	Public	Montague Center Library	17 Center St, Montague, MA 01351	www.montaguecenterlibrary.org
Northampton	Public	Forbes Library	20 West St, Northampton, MA 01060	www.forbeslibrary.org
Northampton	College	Smith College Libraries	9 Elm St, Northampton, MA 01063	https://libraries.smith.edu
Pelham	Public	Pelham Library	2 S Valley Rd, Pelham, MA 01002	www.pelhamlibrary.org
Shelburne Falls	Public	Arms Library	60 Bridge St, Shelburne Falls, MA 01370	www.armslibrary.org
South Deerfield	Public	Tilton Library	75 N Main St, South Deerfield, MA 01373	www.tiltonlibrary.org
South Hadley	Public	South Hadley Public Library	2 Canal St, South Hadley, MA 01075	www.southhadleypubliclibrary.org
South Hadley	College	Mt. Holyoke College: Williston Memorial Library	50 College Street South Hadley, MA 01075	https://www.mtholyoke.edu/about/library
Southampton	Public	Edwards Public Library	30 East St, Southampton, MA 01073	www.edwardspubliclibrary.org
Westfield	Public	Westfield Athenaeum	6 Elm St, Westfield, MA 01085	www.westfieldathenaeum.org
Westfield	University	Westfield State Library: Ely Library	577 Western Ave, Westfield, MA 01085	https://lib.westfield.ma.edu/home
Westhampton	Public	Westhampton Public Library	1 North Rd, Westhampton, MA 01027	www.westhamptonpubliclibrary.org
Williamsburg	Public	Meekins Library	2 Williams St, Williamsburg, MA 01096	www.meekinslibrary.org