

Here's a crib sheet to VR sessions. While it is specific to Digital Spaces and the Pico G2 headset we used, the principles are universal.

Short Guide to the VR Library

Most important:

- Make sure everyone has a great experience!**
- **Get the evaluation forms filled out**
- **Review how the session went and identify any improvements**

Before the session begins

- **Make sure headsets are charged, turned on, the VR Library is showing, and the headphones are plugged in**
- **If you have time, have a quick practice run. Take the opportunity to ask the session leader questions before participants arrive**
- **Make sure you have additional supplies including evaluation forms, cleaning supplies, stationary, and the VR catalogue**
- **Check the space is inviting and ready for participants**
- **Wipe down the headsets and headphones**

During session

- **Get people involved – make an announcement, approach library users, see if there is a group that might be interested**
- **Sanitise your hands and the equipment before and after each user**
- **Ask participants to fill out the evaluation form**
- **Provide clear instructions on how to use the headsets**
 - **How to put on the headphones and headset correctly (headset first, audio lead on the left)**
 - **What they will see when they put on the headset**
 - **How to move the cursor and select an experience**
 - **How to exit out of an experience**
 - **How to change the volume**
- **Encourage the user to look all around to get the best possible experience**
- **When they put on the headset, check to make sure that they are happy, and everything is working**
- **During the experience, keep an eye on the user, but don't hover!**
- **Once the experience ends, check in with them, ask how they feel, and fill out the 'experience' part of the evaluation form**
- **Encourage them to fill out comment cards, sign up for the newsletter, come back when we have the updated content, and tell all their friends about the wonderful time they had at the VR Library!**

At the end of the session

- **Ensure headphones and headsets have been wiped down and are charging**
- **Have a quick review of the session – are there any interesting takeaways to improve the session and share with colleagues?**