

MT. LEBANON PUBLIC LIBRARY,

POLICY NUMBER: 26

TITLE: Use by Library Staff of Library Computer Hardware and Software, and Voicemail, Email, and Internet Access

DATE ISSUED February 15, 2001

REPLACES:

PURPOSE: To establish guidelines for the use by Library staff of the computer hardware and software, voicemail accounts, email accounts, and Internet access provided by the Library to its staff to improve the performance of their duties and to support their continuing education and professional development.

STATEMENT OF POLICY:

1. USE OF COMPUTER HARDWARE AND SOFTWARE

- 1.1. Only software that has been approved by the Library Director and for which the Library holds appropriate license or other rights to use may be installed on Library computers. All requests to install software on Library computers, including "shareware" or World Wide Web browser "plug-in" programs, should be referred to the Library Computer Specialist for handling.
- 1.2. All staff shall use third party software in accordance with the rights licensed to the Library by the software vendor. No staff member shall make, permit, or authorize any other person to make any unauthorized copies of any software under any circumstances.
- 1.3. The primary use of Library computer hardware and software should be for work-related purposes. Staff members may make limited personal use of these Library resources, so long as the amount of usage does not interfere with the performance of staff duties.
- 1.4. Because computers and software are library resources, the Library reserves the right and may exercise such right to inspect or monitor all computer usage and files. The staff should be aware that there is no right of privacy in any file created or stored using Library computer equipment or software.
- 1.5. Any employee who determines that there may be a misuse of software should notify the Library Computer Specialist.

2. USE OF VOICEMAIL ACCOUNTS, EMAIL ACCOUNTS AND INTERNET ACCESS

- 2.1. The Library furnishes voicemail accounts, email accounts and Internet access to its staff as communications and research tools to assist them in their work. The primary use of these tools should be for work-related purposes.
- 2.2. The Library currently furnishes email accounts and Internet access to its staff through an external Internet Service Provider (ISP). Each staff member is responsible for all activity in his or her account, and is

expected to comply with all policies and regulations of the ISP in using such account.

- 2.3. Because staff voicemail accounts email accounts and Internet access are a Library resource, the Library reserves the right and may exercise such right to monitor all voicemail, email or Internet messages and use. Staff should be aware that there is no right of privacy in any messages sent or received through a Library voicemail or email account or in Internet use through a Library account.
- 2.4. Staff may make limited personal use of their voicemail accounts, email accounts and Internet access, so long as such use does not interfere with the performance of staff duties, and the use is otherwise consistent with this policy. Use of email accounts for personal fundraising or profit-making activities is not permitted.
- 2.5. Staff usage of email accounts and Internet access should comply with the Library's acceptable use guidelines for patrons. Use of voicemail accounts, email accounts, and Internet access must also comply with all applicable laws, whether local, state, or federal, including without limitation laws prohibiting improper distribution of copyrighted materials, harassment or disparagement of others, access to obscene works, or improper or unauthorized access to computer networks.
- 2.6. When using their accounts, the staff should take reasonable precautions to avoid introducing computer viruses or causing other disruptions to computer system security and performance. No staff member shall intentionally compromise or attempt to compromise the security, integrity or performance of the computer hardware and network used by the Library.
- 2.7. Any person receiving a request for disclosure of email, Internet or voicemail messages, by subpoena or otherwise, shall refer such request to the Library Director for appropriate handling.

3. DISCIPLINARY MEASURES

- 3.1. Violations of this policy shall be subject to discipline, up to and including discharge. Abuse of email accounts or Internet access may result in the loss of the account. Any illegal activity involving the Library's Internet resources or equipment may be subject to prosecution by the appropriate authorities.