

## PERSONNEL

II.23

### WORKPLACE EXPECTATIONS AND STANDARDS OF CONDUCT

V

#### USE OF ELECTRONIC RESOURCES

##### **Purpose**

In order to ensure the best service possible to library patrons and to provide library employees with the most up-to-date tools to perform their job, access is made available for the library's workforce to various forms of electronic media and services including computers, e-mail, telephones, voicemail, fax machines and the Internet. Use of these media is encouraged because they make communication more efficient and effective and because they provide valuable sources of information. However, all employees should be aware that all electronic media and communication services provided for use in the workplace are library property, including library computers and all e-mail, software, files and other data stored on them. Their purpose is to facilitate and support library business, and employees are responsible for using these resources in a professional, ethical, lawful manner. Employee responsibilities also include the proper use of passwords and correctly logging on and off computers. Passwords issued should not be changed or shared with others, in order to protect network security. Computers must be correctly logged off after use to protect workplace documents and to ensure confidentiality of sensitive information.

##### **Acceptable Use**

Limited, occasional, or incidental use of electronic media for personal, non-business purposes is acceptable, but all such use should be done in a manner that does not negatively affect the systems' use for library purposes. Employees are expected to demonstrate a sense of responsibility and not abuse this privilege. All such use should be confined to lunch or break periods or on the employee's own personal time. Personal use should be in a manner that is not disruptive of library operations, does not adversely affect the library's public image, interests, or integrity, is not harmful to employee morale, and does not create a hostile work environment. Employees will supply their own expendable computer materials and should reserve hard disk space for library related tasks rather than for personal use.

Electronic media cannot be used for knowingly transmitting, retrieving, downloading, or storing any communication or software that is:

1. Discriminatory or harassing to any individual or group
2. Derogatory or disparaging to any individual or group
3. Obscene, sexually explicit or pornographic
4. Defamatory or threatening to any individual or group
5. Solicits or proselytizes others for commercial ventures, religious or political causes, or outside organizations
6. Pursues or furthers any unlawful activity

The use of computer games for personal interest is not permitted on library equipment.

The e-mail system provided by the library will be used to communicate work-related information to the staff. It is the responsibility of all employees to check their e-mail each workday. When responses are necessary, employees are also responsible for doing so in a timely manner in order to promote efficient communication among all staff members.

##### **Expectations**

Employees should not have an expectation of privacy when using the library's electronic resources, and should be aware that as a government agency the library is subject to the Freedom of Information Act. Accordingly, any FOI request or court subpoena could require the release of library computer files, including email. Employees who have personal information to receive or transmit should use means other than the library's electronic resources. The Library Director and Assistant Director for Finance and Administration are authorized to monitor all computer use, including reading, retrieval, and disclosure of all Internet usage and e-mail messages for any lawful purpose, including insuring staff compliance with this policy. Computer support technicians under contract to the library may be granted the same authority in instances where timeliness requires immediate action or when specific technical

1

II.23  
V

PERSONNEL  
WORKPLACE EXPECTATIONS AND STANDARDS OF CONDUCT  
USE OF ELECTRONIC RESOURCES

expertise is needed. Library employees, except as provided above, are not permitted to monitor, read, retrieve or disclose email communication contained in another library employee's email account without that employee's specific consent.

Any employee who abuses the privilege of their access to e-mail, Internet, or any other electronic service in violation of this policy will be subject to corrective action, including possible termination of employment, legal action, and criminal liability as applicable.

**EMPLOYEE AGREEMENT ON USE OF LIBRARY ELECTRONIC RESOURCES**

I have read, understand, and agree to comply with the policies, rules, and conditions governing the use of the library's electronic resources services and equipment. I understand that I have no expectation of privacy when I use any such equipment and services. I am aware that violations of this policy on appropriate use of electronic resources may subject me to disciplinary action, including termination from employment, legal action and criminal liability. I further understand that my use of electronic resources may reflect on the image of the library to our patrons and the community as a whole, and that I have responsibility to maintain a positive representation of the library. Furthermore, I understand that this policy can be amended at any time.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature