Internet And Email Use

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All employees have the responsibility to use Library resources in a professional, ethical, and lawful manner. Access to the Internet and, in some cases, a Library email account, are provided to employees to assist them with their job duties. Computer and telecommunications equipment provided by the Library belong to the Library. By using these resources, employees agree to these provisions. Use of the Library's resources for personal purposes should be kept to a minimum and should be done on the employee's personal time.

The Internet is a vast and global network filled with content from every imaginable worldview. The Library assumes no responsibility for its content. The Library cannot control the availability of information on the Internet nor can it restrict access to all harmful content. Employees are responsible for the material that they view and download from the Internet.

Prohibited Activities

Purposely Sending, receiving, displaying, printing, or otherwise disseminating material that is fraudulent, harassing, illegal, demeaning, sexually explicit, obscene, intimidating, or defamatory is prohibited. Employees who encounter such material should report it to their supervisor immediately. Harassment of any kind is strictly prohibited. The use of email or the Internet in ways that may be disruptive, offensive or harmful to others, or harmful to morale is prohibited.

Employees may not use the Library's Internet or email resources for commercial purposes or personal advertisements. Solicitations, promotions, or the purposeful dissemination of destructive viruses is prohibited. Political, religious, or sexual material is not to be dispersed using Library resources. Use of the Library's resources may not disrupt the Library's network or the networks of others.

Communicating Information

Employees should act with the same amount of care in drafting email or communicating in any electronic format as they would for any other written communication. All messages, sent or retrieved on Library resources, remain the property of the Library and should be considered public information. Access to an employee's email account may be disabled and denied at the discretion of the Library. The Library is under no obligation to provide access to the data nor to retain any data for the employee in the event that access is denied.

Employees are discouraged from using the Library's email system for the communication of personal information of any kind.

Privacy

The Library has the right to monitor any and all aspects of its computer resources. Employees waive any right to privacy in anything they create, store, send, or receive while using the Library's resources. All information that is stored on Library equipment is subject to the Open Records Act and should never be considered private.

Employees may not attempt to read the communications of others, use the email accounts of other employees, or use the passwords of other employees for unauthorized purposes.

Virus Detection And Downloading

Library equipment should be operating up-to-date anti-virus software at all times. Employees should not disable anti-virus software or install unknown programs for any reason without consulting the IT staff. Employees should always use caution when opening email attachments or following links embedded in email.

Compliance With Applicable Laws And Licenses

Employees must comply with all software licenses, copyrights, and other State and Federal laws governing intellectual property and online activity. The Library will ensure compliance for all software provided to the employee by the Library.

Filtering

Access to the Internet by staff and patrons is filtered. Filters may be disabled at the employee's request if the filter should interfere with the execution of the employee's work.

Passwords

Many of the Library's computers and resources are protected by password access. Employees are responsible for keeping passwords confidential. Passwords should not be given to other staff or members of the public without a supervisor's authorization. Passwords will be changed as necessary by the Library. Employees should immediately report any incident or suspected incident in which Library passwords may have been compromised.

Notice

Violations of any of these guidelines may result in disciplinary action, including termination.