

Staff Network Use Policy & Agreement Form
Board of Trustees Approved February 2013

I. Professional Standards

- A. Employees have full responsibility for their online behavior and are expected to use the Library computer network in a professional and legal manner.
- B. Library computers may be used for incidental and occasional personal use only during non-working hours, and with prior supervisory approval. Any unlawful use of Library computers or networks is prohibited and may result in disciplinary action and/or dismissal.
- C. Websites or other online material may be considered obscene, yet comprise legitimate research. A librarian may conduct such research on behalf of a Library patron, but the librarian retains the option to refer the research to another librarian if the subject is offensive to him/her.
- D. Only those employees responsible for the Library's social media sites should be actively participating on those sites during work hours. Employees who contribute to or moderate social websites on behalf of the Library should follow specific guidelines to maintain the reputation of the Library as well as to protect the First Amendment rights of citizens.

II. Privacy

- A. The Library Director or his/her designee may monitor any employee's computer use, content of communications, internet access, or files saved on the network or hard drive, at any time. Such review shall be done in the ordinary course of business and for a legitimate business purpose. Employees should have no expectation of privacy when using the Library's computers.
- B. The user agrees to cooperate with the Library in the event of the Library's initiation of an investigation of a user's use or his/her access to its computer network and the internet.
- C. Any personal information or personal e-mail sent or received on Library computers may be subject to release in response to a FOIA request or court order.

III. Liability

- A. The Library makes no warranties, express or implied, in connection with its provision of access to and use of its computer networks and the internet. The Library shall not be responsible for any claims, losses, damages or costs (including attorney's fees) suffered, directly or indirectly, by any user arising out of the user's use of its computer networks or the internet under this policy.
- B. By signing this policy, users take full responsibility for their use, and are agreeing to indemnify and hold the Library and its Board of Trustees and employees harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user.

I have read the above **Staff Network Use Policy & Agreement Form** and I agree to abide by it.

Name _____ Signature _____

Position _____ Date _____ Telephone _____

