



BOARD OF TRUSTEES POLICY BUSINESS INFORMATION SYSTEMS

Euclid Public Library provides electronic mail, voice mail, and Internet access to its employees to communicate and conduct library business. This policy addresses the appropriate use of the Library's business information systems as well as the personal privacy and confidentiality expectations for those individuals using the Library's business information systems.

INDIVIDUALS COVERED UNDER THE POLICY

This policy applies to all individuals using the Library's information systems, including without limitation employees (whether permanent or temporary), subcontractors, consultants, or any other individuals who represent themselves as being connected with the Library.

This policy addresses only employees' use of the Library business information systems afforded to them in the course and scope of their employment. This policy does not apply to library employees' non-work-related use of public terminals or other technologies that the Library makes available to its patrons. When using such technologies available to the general public, Library employees are subject to the Library's then-existing Internet access policies.

EQUIPMENT/SYSTEMS COVERED UNDER THE POLICY

The business information systems includes, without limitation, all desktop, laptop and other computer and computer networks, telephone, e-mail and facsimile systems and all other similar technologies and systems devised now or in the future that are offered to Employees.

PROHIBITED USES OF BUSINESS INFORMATION SYSTEMS

- Unauthorized access to the Library's business information systems or attempted evasion of system and network security measures is prohibited.
- The business information systems of the Library are to be used solely for the benefit of the Library. The business information systems are not intended for personal use. The Library recognizes that incidental and occasional use of the business information systems for personal purposes is inevitable, but such use should not interfere with the business operations of the Library. Any personal use of business information systems is subject to scrutiny by the Library and possible disapproval by the Library. However, nothing in this policy is intended to prohibit internal communications among employees concerning wages, hours, and working conditions, or to prohibit communications otherwise protected by law. The Library will be the sole judge of whether any particular personal use of the business information systems complies with this policy.

- Employees shall not copy or distribute through electronic communications any copyrightable material of a third party (such as software, articles, graphic files, and other downloadable information without first confirming in advance from an appropriate source that the Library has the right to copy or distribute these materials.
- Listservs (blogs, rss feeds, and new communications methods) are recognized as important tools for the exchange of professional information. Subscribing to and reading Library-related listservs is similar to reading professional journals or attending meetings. It is important for employees to maintain an appropriate balance between accessing listservs and other job responsibilities.
- Employees shall not use the business information systems to create any offensive or disruptive files or messages or in ways inconsistent with the professional image of the Library. The business information systems shall not be used in any way that violates any other Library policy, including without limitation, its policy on harassment.
- Employees shall not use the business information systems to solicit outside business ventures or address others regarding commercial, religious, charitable, or political causes or for any other solicitations that are not work related without prior approval.
- Employees shall not use the business information systems to knowingly upload, copy, post, publish, transmit, transfer or distribute any files that contain viruses, corrupted files, or malicious code. Employees shall not download, transmit or reproduce any software program, including, without limitation, screen savers, peer to peer file sharing networks, multi-media players, and Instant Messenger, unless prior approval is obtained.
- Employees are responsible for the protection of the Library's proprietary and/or confidential information, including patron and circulation information protected under Revised Code 149.432. Accordingly, employees shall not disclose, post, or transmit any of the Library's proprietary and/or confidential information to third parties via the business information systems unless prior approval is obtained.
- No Employee may misuse any computer resources. An employee who through abuse, neglect, or preventable accident causes any damage to any computer or other equipment will be responsible for any costs of replacement, including rental of replacement equipment if necessary, and may be subject to discipline.
- Employees who use Library provided or personal computers to perform work off premises, may be removing confidential, personal information from safeguards otherwise available when such data is used on Library premises. Employees are advised that they must take all reasonable steps to safeguard such data from disclosure when the data has been removed from Library premises.
- The Library regards computer passwords as confidential. An employee will not reveal such passwords to anyone not authorized by the Library to have such information. An employee who suspects misuse of their password must immediately report such misuse to their Manager or Supervisor. The Manager or Supervisor will report such misuse to the Technology Manager to resolve the situation.

- No employee may bring any computer hardware and/or install or run software not licensed to the Library by any method or means onto any Library hardware unless the employee has specific, written authorization from the Technology Manager. An employee who installs such unauthorized software assumes all risk for damage and will be charged for all costs associated with repair of damage to Library software, hardware, and data resulting from any flaw in the software or device, or any malware, spyware or virus which may be introduced into the Library's hardware, software or data. The employee may be subject to discipline up to and including termination.

NO EXPECTATION OF PRIVACY

All files, e-mail messages, voice mail messages, documents and other records which are created or transmitted using or which are received or stored on the business information systems are the property of the Library. Employees should not expect privacy for any files, messages, or materials created or transmitted using or stored on the Library's business information systems (even though security may be placed on a document or file and regardless of whether passwords are employed), or for any access to the Internet made through business information systems. This is true regardless of whether a file, e-mail message, voice mail message, document or other record or Internet access is related to personal or to business use.

By using the Library's business information systems to send or receive messages, to author or store files or documents, or to access the Internet, Employees consent to the Library's accessing, intercepting, reviewing, listening to, copying, deleting, and/or disclosing any such message, file, document or Internet access, with or without notice, when the Library deems it appropriate to do so in its sole judgment.

If an employee has encrypted or password protected any files or messages stored on or transmitted via the Library's business information systems, the employee will be required, at the request of the Library, to provide the encryption key or password to the Library. If the employee is not present or unable to provide the necessary keys or passwords, the Library will employ all necessary means to retrieve the protected files or information.

DISCIPLINARY ACTION

Violations of this Business Information Systems Policy may result in disciplinary action up to and including termination.

Adopted by the Board of Trustees 03-15-11