

ADAMS COUNTY PUBLIC LIBRARY

SECTION 4.310 – LIBRARY BUSINESS INFORMATION SYSTEMS (adopted 4/12/06)

The business information systems of the library (all desktop, laptop, computer networks, telephone, e-mail, facsimile systems, and all other similar technologies or systems devised now or in the future) are to be used solely by employees for the benefit of the library, and are not intended for personal use.

This policy addresses only employees' use of the library's business information systems, afforded to them in the course and scope of their employment. This policy does not apply to employees' non-work-related use of technologies that the library makes available to the general public.

The library recognizes that incidental and occasional use of the business information systems for personal purpose is inevitable, but such use should not interfere with the normal business of the library and is subject to scrutiny by the library. The library will be sole judge of whether any particular use of the business information systems complies with this policy.

All files, e-mail and voice mail messages, documents and other reports which are created, transmitted, 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, transmitted, or stored on the library's business information systems or for any access to the Internet made through these systems whether it is related to personal or business use.

By using the library's business information systems, 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 in its sole judgment deems it is appropriate to do so.

Employees shall not use the business information systems to knowingly upload, copy, post, publish, transmit, transfer or distribute any files or materials that contain copyrighted material, offensive/disruptive material, political/philosophical opinions, viruses/malicious code or proprietary/confidential library information.

Employees shall not load or operate personal software programs or download software to the computer's hard drive. All computers will use the default screen savers, display backgrounds, and/or themes that come with the original Windows software. Desired changes to any business system require the authorization of the Information Technology Librarian or the Executive Director.

Passwords to the business information systems are the confidential property of the library. Regardless of the extent of access to which a password provides, an employee is authorized to use only that portion that falls within the scope of the employee's specific assignment. If an employee believes that a password has been misused, the employee is required to report such misuse immediately to the appropriate supervisor.

Violations of this business information systems policy may result in disciplinary action up to and including termination.