



Use of Equipment and Technology by Library Staff Policy

Employees of the Webster Public Library are provided access to information technology and other equipment required to carry out their job duties. This policy outlines the guidelines by which these resources may be used and covers equipment and technology owned by the library, including but not limited to: computers, servers, printers, scanners, modems, Wi-Fi, Internet access, email, phones, voicemail, fax machines, and other hardware and software.

It is the responsibility of the Director to ensure that employees use equipment and information technology in accordance with this policy. It is also the responsibility of the Director to ensure that all employees are aware of this policy and to monitor usage of library-owned equipment and information technology.

Equipment and technology are to be used primarily for official library business in accordance with the guidelines that follow:

1. Personal Use – It is recognized that some personal use of library-owned equipment and technology will occur. Personal use of equipment and technology should be kept to a minimum during work hours. To the greatest extent practical, employees should limit personal use to break periods. Should an employee's personal use be deemed excessive, the library reserves the right to limit, restrict, or eliminate the employee's personal use.
2. Unauthorized Purposes – Equipment and technology shall not be used for any commercial promotional purposes, to conduct personal affairs in violation of this policy, or to communicate any material of a political, religious, illegal, obscene, or derogatory nature, or for any other purpose that would violate any library policy.
3. Authorized Hardware and Software – All hardware and software to be attached to library equipment must be approved by the Director or the Network Administrator. The library reserves the right to reconfigure or uninstall hardware or software on any library equipment.
4. Sanitation and Disposal of Hardware and Electronic Media – All library hardware and electronic media that is obsolete or damaged beyond repair must be declared scrap by the Town and Library Board.
5. Security and Password Management – Information technology shall not be left unattended in a state that affords an opportunity for unauthorized or inappropriate access to library records or otherwise compromises security. Passwords are an important aspect of computer security and are the front line of protection for library

accounts. Users are responsible for taking appropriate steps to select and secure their passwords and shall not reveal their account passwords to others, or allow any other person, employee or not, to use their accounts with the exception of computer maintenance performed by the Director or the Network Administrator. Users will be granted access rights to information technology commensurate with their roles and responsibilities and as approved by the Director.

6. Internet and Email Use – All employees are expected to be responsible “cybercitizens.” This means being familiar with available tools and applicable rules and demonstrating cyber etiquette. In addition:
 - a. Material posted (either from personal devices or library computers) to the Internet should not reflect negatively on the library, and not violate any trust or copyright laws. See Webster Social Media Policy for more information.
 - b. Library email is considered to be public record and may be subject to public disclosure in accordance with applicable law. Email accounts for employees are made available through the Monroe County Library System and use of email must adhere to the Monroe County Library System Email Use Policy. Note: Accessing work email remotely using personal devices is subject to FOIL (Freedom of Information Law) and is part of the public record. As such, personal devices could be confiscated.

7. No Expectation of Privacy for Email or Voicemail – All equipment and information technology provided by library remains the property of the library. Accordingly, the library retains the right to review and control employee usage of such equipment and information technology. Employees shall have no expectation of privacy in voicemail or email communications. Voicemail is subject to FOIL even if deleted – the system used is currently cloud based.

8. Connecting Personally Owned Devices – While employees are not required to use personally-owned devices to complete their daily job duties, it is recognized that there are times when this may occur. Employees are required to have pre-approval from the Director or the Network Administrator prior to connecting any personally owned devices.

Adopted by the Webster Public Library Board of Trustees on 09-11-2019