ACCEPTABLE USE POLICY
Staff Computers and Systems

Introduction

The following policy relates to the use of library computer systems within the Guernsey Memorial Library. Use of computers is a privilege that is extended to the employees of the library. As a user of these resources, employees have access to valuable resources, sensitive data, internal and external networks; consequently, it is vital for all employees to behave in a responsible, ethical and legal manner.

Computing resources are defined as all computers, laptops, printers, scanners, copiers, peripherals and all networks, software and systems that are available to staff for the express purpose of carrying out official business of the Guernsey Memorial Library.

In order to protect these valuable resources, all library employees are expected to adhere to this Acceptable Use Policy. Failure to comply may result in disciplinary action.

Acceptable Use:

Examples of acceptable use by library employees include, but may not be limited to, the following:

- for aiding patrons and facilitating library operations,
- to carry out their specific work assignments,
- to access library catalog programs
- to access the GML and 4CLS web sites
- to access Books In Print, Amazon.com, Baker & Taylor or other vendors
- to access staff e-mail for use for Library business
- to access, view or contribute to an official work-related mailing lists (listservs)
- to access, and view other library or work-related websites
- to participate in approved work related training or continuing education.

Unacceptable Use

In order to protect the library's computer resources and to ensure that our contractual and license agreements are met, library computer systems may not be used for:

- downloading or viewing attachments where the source is unknown or cannot be verified as safe,
- sharing logins or passwords with anyone. E-mail passwords may be recorded with the Account Clerk or other authorized library staff and may be used at the discretion of the Director to access the account to facilitate library operations. All employees must keep a listing of accounts and their logins and passwords in a uniform location so that the information can be found in case of staff emergencies or separations.
- installing any software on any computer system (i.e. this includes screen savers, plug-ins, games, device drivers, updated versions of any existing software, scripts, or other executable). Installations, updates and other work will be carried out by designated personnel only,
- adding or removing any hardware to the computer system or to the network,
- allowing any patron or unauthorized staff member to access Workflows or other administrative software,
- making changes to the content on the library website without approval of the Library Director,
- accessing the backup system in the Director's Office without the Library Director's permission,

Guernsey Memorial Library	Section #	
Manual Name Library Policy Manual	Date Issued: 9/10/09	Subsection
Section Acceptable Use Policy	Date Revised: 1/11/2013	Page

- sending unsolicited bulk or commercial messages. This includes, but is not limited to, bulk mailing, commercial advertising, informational announcements, charity requests, chain letters, petitions for signatures and political or religious messages;
- attempting to access restricted portions of the network, an operating system, security software or other administrative software without appropriate authorization and;
- engaging in fraudulent activities that would jeopardize the library's tax exempt status, or violate any local, state or federal laws and/or regulations.
- accessing library equipment or software for strictly personal use such as using personal facebook or twitter accounts, or personal e-mail

Handling Problems

Staff must report problems and unusual behavior of any workstation to the appropriate staff as soon as possible. This includes reporting:

- error windows,
- changes in the operation of any program or,
- changes in the appearance of any program.

If appropriate staff is not available and the computer is not operational, staff should turn off the computer and place an "Out of Order" sign on the monitor before submitting a computer work form to the director.

Use and termination of account

Staff should not expect privacy when using library computer resources and the library may choose to set limits on an individual's use of a resource through quotas, time limits, and other mechanisms to ensure that these resources can be used by anyone who needs them. All employees must keep a listing of accounts and their logins and passwords in a uniform location so that the information can be found in case of staff emergencies or separations.

The Library reserves the right to discontinue access to any employee at any time for any reason. Upon separation from the library, employee accounts will be:

- disabled at the close of business and,
- the library is not responsible for forwarding of e-mail sent to any account which has been suspended or terminated. Such e-mail will be returned to sender, ignored, deleted or stored temporarily at the discretion of the library director and,
- an employee who willfully abuses or damages any computer or software maybe legally and financially responsible for damages.

Please sign below thus indicating that you have received, read and fully understand the Library's Acceptable Use Policy.

_____   _____
  Employee signature   Date