



# WADSWORTH PUBLIC LIBRARY EMPLOYEE MANUAL

**Chapter:** Employee Conduct  
**Section Number:** 7.4  
**Section Name:** Department Equipment  
**Last Revised:**

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- A. Each employee is responsible for all keys and other assigned equipment, and must return them upon termination of employment. An employee may be required to pay for lost equipment.
- B. Lost keys must be reported immediately to the Director.
- C. The use of Library equipment, machines and property for purposes other than Library business is strictly prohibited, unless authorized by the Director. This includes, but is not limited to, the use of typewriters, duplication or copying machines, computers, facsimile machines and telephones.
- D. Equipment or supplies removed from Library offices or premises must be recorded by the supervisor, noting when it is removed, when it will be returned, and the individual responsible for its return.
- E. Each employee is responsible for reporting malfunctioning, damaged or defective equipment to his/her supervisor.
- F. COMPUTER SOFTWARE AND DATA
  - 1. It is the responsibility of each employee to ensure that software and hardware computer resources owned, leased by or licensed to the Library are properly secured and controlled.
  - 2. No employee may misuse his/her authority over any such computer resources. Misuse may result in disciplinary action up to termination.
  - 3. All computer software, data and information relating to the conduct and operation of the Library are considered proprietary information belonging to the Library and cannot be appropriated, altered, sublicensed, copied or used for other than Library business.
  - 4. No software, data or information may be removed from the Library premises in the form of tape, diskette, print or other media, unless the removal is related to Library business.
  - 5. Employees of the Library may use the Library's computers for personal reasons on their own time, i.e., during breaks. Inappropriate use of the computer system will result in disciplinary action. (See Section 7.5 WORK STATION USE POLICY)
  - 6. Families of employees may not use the computers designated for individual employees.

7. All employees must divulge all passwords to files and systems accessed or created by that person to the Technology Coordinator or Director.