



WADSWORTH PUBLIC LIBRARY EMPLOYEE MANUAL

Chapter: Employee Conduct
Section Number: 7.5
Section Name: Workstation Use Policy
Last Revised:

A. BUSINESS INFORMATION SYSTEMS

1. 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.
2. This policy applied to all individuals using the Library's business information systems, including without limitation, employees (whether permanent or temporary), subcontractors, consultants, and any other individuals who represent themselves as being connected with the Library (collectively "Users").
3. 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 library employees' non-work-related use of public terminals or other technologies which the Library makes available to its customers. When using such technologies available to the general public, Library employees are subject to the Library's then-existing Internet Access policies.
4. 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 Users.
5. 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 normal business operations of the Library. Any personal use of business information systems is subject to scrutiny by the Library. However, nothing in this policy is intended to prohibit communications concerning wages, hours, and working conditions, or to prohibit any 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.
6. Users shall not copy or distribute through electronic communications any copyrightable material of a third party (such as computer software, articles, graphics files, and other downloaded information) without first confirming in advance from an appropriate source that the Library has the right to copy or distribute these materials.

7. Users shall not use the business information systems to create any files that are offensive, disruptive, or inconsistent with the professional image of the Library. The business information systems should not be used in any way that violates any other Library policy, including without limitation, its policies on harassment.
8. Users 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.
9. Users shall not use the business information systems to knowingly upload, copy, post, publish, transmit, transfer or distribute spam or any files that contain viruses, corrupted files, malicious code. Users should 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.
10. Users are responsible for the protection of the Library's proprietary and/or confidential information, including log-in/password information and patron and circulation information protected under Revised Code Section 149.432. Accordingly, Users 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.
11. 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. Users 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, Users 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.
12. If a User has encrypted or password protected any files or messages stored on or transmitted via the Library's business information systems, the User will be required, at the request of the Library, to provide the encryption key or password to the Library.
13. Violations of this business information systems policy may result in disciplinary action up to and including termination.

B. INTERNET

1. Staff may not browse the Internet while on library time, except for purposes that are library related.

2. Staff may not download anything from the Internet to the hard drive on any library computer without first notifying the technology coordinator or Director.