

Use of the Communications Systems

The Library recognizes that the use of wifi, the Internet, intranet, computers/laptops, personal data assistants, phones, fax machines, e-mail and other electronic communication methods and devices (collectively, “communications systems”) has many benefits and can make workplace communication more efficient and effective. Therefore, employees are encouraged to appropriately use the Library’s communications systems. Unacceptable use of the Library’s communications systems may result in unnecessary and avoidable harm/risks to the Library and to others. This policy outlines the Library’s guidelines for acceptable use of the Library’s communications systems.

1. Supervisors are responsible for instructing employees on the proper use of the Library’s communications systems for both internal and external business communications.
2. This Policy must be followed in conjunction with other related Library policies governing appropriate workplace conduct and behavior. The Library complies with all applicable federal, State and local laws as they concern the employer/employee relationship, and nothing contained herein should be construed to violate any of the rights or responsibilities contained in those laws.
3. Some communications services or devices have toll charges or other usage-related expenses. Employees should be aware of those charges and should consider the cost and efficiency needs when choosing the proper vehicle for each business communication. Employees should consult their supervisor if there is a question about the proper service or device to be used for business-related communication.
4. All Library’s communications systems, including the messages and other data transmitted, uploaded, downloaded or stored by them, are the sole property of the Library. There is no expectation of privacy with regard to the use of the Library’s communications systems including, but not limited to, the Internet, wifi, e-mail, and phone, even when using one’s own device, regardless of whether the communication(s) occurs on or off-site. Communications systems provided by the Library include, but are not limited to, wifi, mail, electronic mail, courier services, facsimiles, telephone systems, computer networks, on-line services, cloud-based services, computer and other files, , video equipment and tapes, tape recorders and recordings, , cellular phones, and bulletin boards. The Library reserves the right to examine, monitor and regulate its communications systems and all data transmitted, stored, uploaded, downloaded or otherwise accessed on/using them.
5. Please be advised that any and all of the Library’s communications systems, including, but not limited to, telephone conversations or transmissions, electronic mail or transmissions, or internet access or usage by an employee of the Library, using any electronic device or system (including, but not limited to, the use of a computer, telephone, wire, radio or electromagnetic, photoelectronic or photo-optical system), may be subject to monitoring by the Library at any and all times and by any and all lawful

means. Employees, including all new hires at the time of hire, will be required to provide the Library with a written acknowledgement of this paragraph on a form to be provided by the Library.

6. Employees who do not have direct access to a Library telephone should make provisions to have emergency or other necessary incoming calls routed to their supervisor or to the Director, if the supervisor is not available. Although the Library will attempt to deliver personal messages to employees, it cannot and does not accept responsibility for the prompt or accurate relay of these messages.
7. Employees should exercise care so that no personal correspondence appears to be an official communication of the Library. Personalized library stationary and business cards may only be issued by the Library. Employees may not use the Library's address for receiving personal mail or e-mail or use the Library stationary or postage for personal letters.
8. Improper use of the Library communications services and equipment will result in discipline, up to and including termination. Employees may not use the Library's communications systems to transmit, retrieve, upload, download or store any communications or other content of a defamatory, discriminatory, harassing or pornographic nature. In addition, no messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes, sexual preference or any other protected class are permitted. Harassment of any kind is prohibited. Likewise, when using the Library's communications systems, the use of disparaging, abusive, profane or offensive language is unacceptable and will not be tolerated. Additionally, any illegal activities including, but not limited to, piracy, extortion, blackmail, copyright infringement and unauthorized access to other employees' accounts are unacceptable. Every employee of the Library is responsible for the content of all text, audio or image files that he/she/they place(s) or send(s) over the Library's communications systems. No e-mail or other electronic communications may be sent that hide the identity of the sender or represent the sender as someone else without his/her/their permission.
9. This Policy is not intended to interfere with or infringe upon employees' rights pursuant to Section 7 of the National Labor Relations Act. Any questions regarding this policy should be promptly directed to the Library's Director.

Approved by the Board of Trustees: January 1997
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