



Use of Equipment and Information Technology by Library Staff Policy

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

It is the responsibility of the Director or his/her designee to ensure that Library employees use equipment and information technology in accordance with this policy. It is also the responsibility of the Director or his/her designee to ensure that all Library employees are aware of this policy and, where necessary, to monitor usage of Library owned equipment and information technology. The Director or his/her designee will provide training and policy review to Library employees annually.

Equipment and information 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 information technology will occur. Personal use of equipment and information 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 information technology shall not be used for any commercial promotional purposes, to conduct personal affairs in opposition to 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 – The Library maintains up-to-date and comprehensive hardware and software inventories. All hardware to be attached to Library equipment and software and information technology to be used on Library equipment must be approved by the Director or her designee. The Library reserves the right to reconfigure or uninstall hardware or software on any Library equipment or information technology.
4. Sanitation and Disposal of Hardware and Electronic Media – Library hardware and electronic media that is obsolete or damaged beyond repair must be declared surplus property or scrap by the Library Director or his/her designee. Following this declaration, scrap Library hardware and electronic media is sent to an Ontario County approved site for sanitation and disposal. Surplus items, which carry no risk of disclosure of sensitive information, breach of a licensing agreement, or infringement of copyright, and have value to other parties, will be given away or auctioned in accordance with the Library's [Sale or Disposal of Library Property Policy](#)

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 individual 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 his/her designee. Users will be granted access rights to information technology commensurate with their roles and responsibilities and as approved by the Director or his/her designee.

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.

Library email is considered to be a public record and may be subject to public disclosure in accordance with applicable law. Email accounts for employees are made available through the Pioneer Library System.

7. No Expectation of Privacy for Email or Voicemail – All equipment and information technology provided by the 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.

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 her designee prior to connecting any personally owned devices to Library equipment.

Adopted by the Board of Trustees: April 25, 2018