

COMPUTER USAGE POLICY

GENERAL POLICY

The Beloit Public Library provides computers, access to the Internet, and email to conduct Library business.

Use must comply with federal or state statutes, and Library policies.

Examples of violations include, but are not limited to, the following:

1. Presenting information, either written, pictorial, or audio, that may be considered harassment.
2. Installing Library-owned or licensed software on additional computer in violation of the license agreement.
3. Entering any unauthorized area of any computer system, either physically or logically.
4. Using electronic communications systems such as e-mail, voice mail and the Internet, in a way that is disruptive, offensive to others or harmful to the Library.
5. Using your computer for profit making activities.
6. Loading computer programs not acquired through the Library.
7. Unauthorized duplication or use of copyrighted software in violation of United States Copyright Laws. Violations are punishable in civil and criminal court by fines and imprisonment.

SOFTWARE PROGRAMS

If you believe there is a product that may be useful for library application, please consult with the IT Manager who may authorize acquisition and/or installation. Programs may not be loaded onto staff computers without authorization from the IT Manager.

Screen savers and backgrounds may be added to staff computers.

If you wish to take a Library-owned computer home, you must have written permission from your supervisor. The Library retains ownership of equipment and software that you may take home with you.

EMAIL

The Beloit Public Library provides each employee with an e-mail address within the library's email system to conduct library business.

All messages composed, sent, or received on the e-mail system are and remain the property of the Beloit Public Library. They are not the private property of any employee. The Library reserves the

right to review, audit, intercept, access, and disclose any message created, received, or sent over the e-mail system for any purpose and may do so at any time.

Participation in electronic discussion such as list-serves, RSS feeds, etc. is restricted to job-related discussions.

Time spent on email and electronic discussions should be kept to a minimal amount of time. This includes checking, reading, and responding to messages.

To reduce spam emails, employees are strongly encouraged to not use the Beloit Public Library email account as their personal email account. If excessive spam emails become troublesome to the library system, a personal email account may be required by the IT Manager.

PERSONAL USE OF COMPUTERS

During non-work hours, employees may use their computer for limited personal correspondence, email, and access the Internet, provided:

1. Permission is obtained from their supervisor.
2. Any expense connected with such use is borne by the employee, including but not limited to printing charges of 5 cents per page for black and white and 15 cents per page for color, payable to the Business Office.
3. No correspondence or accessed sites violate the Library's harassment policy, including, but not limited to sexually oriented materials.
4. Personal files, photos, etc., should be stored on employees' personal storage device. Library is not liable for lost data.

History: Beloit Public Library Board adopted October 2000; Revised April 2003, Revised August 2006, Revised May 2010, Revised September 2015.