

## **WOODSTOCK PUBLIC LIBRARY**

### *Policy Manual*

<b>Section:</b>	<b>5.</b>	Employee Code of Conduct
<b>Subsection</b>	<b>5.1</b>	Use of Library Property
<b>Paragraph:</b>	<b>5.1.1</b>	Use of computer systems

Statement of Policy: To provide rules and regulations for employees to ensure the integrity of the Board's computer systems.

1. Only licensed software and registered shareware acquired by and paid for by the Board are to be operated on the Library's computer systems. In order to protect the integrity of such licenses, employees are expected to adhere to the following guidelines:
  - o users of licensed software are to abide by the terms of the license agreements;
  - o no Board licensed software is to be copied or transferred to home computers without the consent of the Chief Librarian;
  - o no software of a personal nature is to be maintained on the Board's computer systems;
  - o software should not be installed without the permission of the Chief Librarian.
2. Computer games acquired by and paid for by the Board as part of a training package or as part of another software license may be installed on Board computer equipment. No other games, including shareware games, are to be installed on Board computer equipment.
3. No pornographic material is permitted on Board computer equipment unless required for the investigation of misuse of such equipment or in relation to the maintenance of filtering software.
4. Employees will not use library computing resources for private business purposes unrelated to the mission of the library.
5. The Chief Librarian must approve personal use of library computing resources with these minimum guidelines in effect:
  - o personal use will be on an employee's personal time;
  - o personal use will not interfere with any work-related activity;
  - o employees will supply their own expendable materials;
  - o Hard disk space is reserved for Library use only and not for personal use.
6. Electronic files and records created and stored on the Library's computer equipment by employees are the property of the Board. The Board has the right to access and monitor records in electronic format.

*Effective Date: April 24, 2001*

*Motion No. / Date 01-25 April 24, 2001*

*Amended Dates:*

*Responsibility: Chief Librarian*

# **WOODSTOCK PUBLIC LIBRARY**

## *Policy Manual*

**Section:** 5. Employee Code of Conduct

**Subsection:** 5.1 Use of Library Property

**Paragraph:** 5.1.2 Use of Internet and e-mail

**Statement of Policy:** To provide rules and regulations to ensure that the Board's electronic information systems are used in an appropriate manner by employees.

### **INTRODUCTION**

Access to the Internet and an e-mail system have been provided to employees as business tools to assist them in performing their work related duties and to facilitate work related communications.

Electronic records are the property of the Board. The Board has the right to access and monitor all records in electronic format. Electronic record-keeping, the use of the Internet and e-mail system shall comply with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, the Public Libraries Act and other applicable laws.

The purposes of this policy are:

- to ensure the Board's electronic information systems, including the e-mail system and Internet access, are used in an appropriate, lawful and ethical manner;
- to establish standards for the use of Internet access and the e-mail system;
- to establish standards for the format of e-mail messages; and
- to establish guidelines for the access, use and storage of electronic records including e-mails.

1. Users are expected to use good judgment and to demonstrate a sense of responsibility.

2. Users shall not:

1. Attempt unauthorized access to systems, information, processes or products;
2. Intentionally impair the performance of equipment in any way including but not limited to:

- broadcasting messages that are not work-related;
- propagating viruses;
- undertaking other activities that could have a detrimental effect on the performance of equipment and on the ability of other

employees to use equipment in the performance of their job related duties; and

- sending or downloading materials that will impair the operating efficiency of computer systems;

3. Transmit or keep messages or information that is intended or is likely to be perceived to be offensive, abusive or harassing to the recipient(s) or other persons.

3. Users are encouraged to send e-mail messages which contain work related information of interest to all employees including announcements of community events, training opportunities and changes in services or operating practices.

4. Users are discouraged from sending information which is sensitive by e-mail to addresses external to the Library and City of Woodstock networks. Sensitive material is information which may be exempt from access under the Municipal Freedom of Information and Protection of Privacy Act or which could cause embarrassment to the City, City Council, the Library, the Library Board or City or Library staff if made public.

Limited and occasional personal use is permitted provided that the restrictions regarding the use of the Internet and e-mail as stated above and in policy 5.1.1 are observed. Users are reminded that the Board retains the right to access and monitor Internet use and e-mail messages.

*Effective Date: April 24, 2001*

*Motion No. / Date 01-25 April 24, 2001*

*Amended Dates:*

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