



L.E. Phillips Memorial
Public Library

Number: 4
Category: Human Resources

Policy Title: ELECTRONIC COMMUNICATIONS
Date adopted: 10/18/12
Date amended: 11/19/15; 11/15/18
Date last reviewed: 11/18/21

The following is the policy of the L.E. Phillips Memorial Public Library (“Library”) with respect to the use of electronic communications systems. These electronic communications systems are provided by the Library for the conduct of Library business. All employees shall comply with this policy. For the purpose of this policy, all technology refers to any technology provided by the Library, including computer systems, communication networks, Internet, company-related work records and other information stored or accessed electronically.

1. Any technology shall be used in a manner that is thoroughly professional and in the best interest of the Library. All data, communications and information, including information transmitted or stored on the electronic systems of the Library is the property of the Library and subject to inspection and monitoring at any time.
2. The Library retains the right to access, examine or disclose any material transmitted on its electronic systems, including e-mail sent or received. As such, passwords are not a guarantee of confidentiality or privacy. By accepting the grant of access to Library electronic systems, the employee shall be deemed to have authorized such right to access, examine and disclose material.
3. All users of technology should be aware that communications on the Internet and by e-mail may be subject to the Wisconsin Open Records Law and open to disclosure under the provisions of that law. They should be treated in the same manner as any written or printed document.
4. Technology shall be used in an appropriate and businesslike manner at all times.
5. The Library expects that you will reserve personal use of technology for designated break periods. However, the Internet or personal devices may be used for incidental personal purposes, subject to the constraints and conditions contained in this policy, provided that:

- a. such use does not directly or indirectly interfere with the Library operation of computing facilities or e-mail services
 - b. such use does not burden the Library with noticeable incremental cost
 - c. such use does not interfere with the user's employment or other obligations to the Library, and
 - d. such use is from the employee's work station or personal device. Such personal use shall be strictly at the risk of the person engaging in the personal use.
6. Each user of technology shall comply with all of the following:
- a. Protect individual user IDs and passwords from unauthorized use and maintain safe password practices.
 - b. Access only data and files that are owned by the user, or data and files to which the user has been given explicit authorized access.
 - c. Use copyrighted material in accordance with copyright law, abide by the provisions of any applicable license agreements and respect the intellectual property of others.
 - d. Abide by Internet usage guidelines, including all amendments to the guidelines.
 - e. Abide by the Library's social media guidelines, including all amendments to the guidelines.
7. Technology provided shall not be used for any of the following purposes:
- a. The creation or transmission of material which is designed or likely to cause annoyance, inconvenience or needless anxiety.
 - b. The creation, receipt or accessing of offensive messages, including racial or sexual slurs, and obscene, abusive, vulgar and other inappropriate language.
 - c. The creation or transmission of defamatory material.
 - d. The transmission of unsolicited commercial or advertising material to other persons or organizations.
 - e. To deliberately gain unauthorized access to facilities or services accessible by the Library network or integrated library system (ILS).
 - f. To deliberately access, view, obtain, send or create any "adult entertainment," sexually explicit material, or pornographic material unless it is part of a work-related, manager-approved investigation of alleged inappropriate conduct.
8. Technology users shall not do any of the following:
- a. Use another person's files, systems, software or data without permission.
 - b. Use work email account for personal correspondence or creation of personal accounts.
 - c. Attempt to circumvent or subvert system security measures.
 - d. Use Library systems for political purposes, including, but not limited to, using e-mail to circulate advertising for political candidates.
 - e. Make or use illegal copies of copyrighted software or store or transmit such copies on Library systems.
 - f. Use the technology to harass, intimidate or otherwise annoy another,

including, but not limited to, broadcasting unsolicited messages or sending unwanted mail after being advised it is unwanted.

- g. Use the Library network or integrated library system (ILS) in a manner not authorized by the Library to gain commercial or personal profit or advantage, including, but not limited to, selling lists of names, addresses, telephone numbers or other information generated from Library files.
- h. Use the Library network or integrated library system (ILS) to seek information on staff or customers that is not work-related.
- i. Transmit, obtain or create any messages through the electronic messaging systems of the Library that espouses or promotes any of the following:
 - i. Discrimination on account of race, creed, color, handicap, marital status, sex, national origin or ancestry
 - ii. Sexual harassment
 - iii. Copyright infringement
 - iv. Personal political beliefs
 - v. Personal business interests
 - vi. Outside organization or other non-job-related solicitations.
- j. Use the Internet for any purpose which would be a violation of any City of Eau Claire ordinance or state or federal law.
- k. Engage in vandalism of the system, including, but not limited to, any malicious attempt to harm, modify or destroy computer hardware, data of another user, the Internet, integrated library system (ILS), or any of the other networks that are connected to the electronic system of the Library. Vandalism shall include the uploading or creation of or propagating computer viruses, disrupting services, or damaging files.

Violation of the terms and conditions contained in this policy may result in discipline, up to and including discharge, and termination or limitation of access of the violator to the Internet or the electronic systems of the Library.