



PETERSBURGH PUBLIC LIBRARY INTERNET AND EMAIL POLICY

PURPOSE:

This policy seeks to ensure that all uses of the Internet and E-mail are consistent with the Petersburgh Public Library's stated purpose, mission, goals, and priorities.

POLICY:

Internet and E-mail are tools that the Petersburgh Public Library uses to support research and education and to provide work-related resources for its employees. Limited personal use is permitted with the understanding that the Petersburgh Public Library reserves the right to access and review all information at any time. Therefore, employees should have no expectation of privacy in using Internet access or E-mail or both. Authorized employees may need to view any other employee's E-mail for legitimate business purposes. All communications and information transmitted by, received from, or stored in these systems are the property of the Petersburgh Public Library. All passwords are the property of the Petersburgh Public Library, and the Library Director will maintain an updated list of passwords used by all employees.

Employees should be aware that when they connect with any outside sources or agencies, they are identified as authorized users of the Petersburgh Public Library's connection to the Internet. Transmission or copying of any material in violation of any U.S. or state law or regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, licensed software/data or material protected by trade secret.

Internet and E-mail use and access are privileges extended to employees of the Petersburgh Public Library. The Library Director reserves the right, at the Director's sole discretion, to suspend that use and access upon any breach of the terms and conditions of this policy. Employees who violate this policy are subject to disciplinary action, up to and including termination of employment.

To alert all employees of this policy, both current and new employees should receive a copy of this policy, and the Library Director shall maintain a record of the date that each employee received this policy.

APPROVED DATE: February 5, 2008

ADOPTED DATE: February 5, 2008

REVISED DATE: December 5, 2018