MADISON COUNTY LIBRARY SYSTEM
EQUIPMENT, INTERNET, AND EMAIL POLICY FOR STAFF

"Library Equipment" includes, but is not limited to, equipment owned by the Library such as: Computers and accessories, iPads, projectors, printers, etc. All equipment must be used according to the guidelines set forth in this policy.

Guidelines for proper care of equipment

1. Library Equipment is not to be loaned to anyone without administrator approval.
2. Proper care is to be given to the equipment at all times, including but not limited to the following:
    a. Give care appropriate for any electrical device.
    b. Be extremely careful with food and drink near the equipment.
    c. Do not leave the equipment in extreme heat or cold or direct sunlight.
    d. Do not attempt to repair damaged or malfunctioning equipment.
3. Proper security is to be provided for equipment at all times, including, but not limited to, the following:
    a. Secure the equipment in a safe place at the end of the day.
    b. Do not leave the equipment in an unlocked car or in open view.

Software and Updates

All software will be installed by the System Administrator/Assistant System Administrator or staff designated by the System Administrator. All software installed on library system computers must be software purchased for that computer by the library system. No unauthorized software may be installed on any of the library system's computers. This includes screen savers, web search toolbars, pop-up blockers, etc. Computers/iPads will be periodically checked for unauthorized installation of software. Unauthorized installation of software can be **cause for termination.** All computers/iPads are for library purposes and are subject to being monitored. The System Administrator/Assistant System Administrator will perform all updates. All Software given as a gift must be sent to the System Administrator.

Passwords/Security

Passwords must not be added or changed on computers or iPads. No personal devices (such as an iPhone) can be linked to a Library owned iPad. In addition, a personal "iTunes" account or personal "Apple ID" cannot be linked or used on a Library owned iPad.

Internet Use

All computers/iPads with Internet access are filtered. Staff may disable the filter for the purpose of bonafide research. Please see the **Disclaimer** on page 2 of the MCLS Internet and Computer Safety Policy.

The following guidelines will be followed for personal use of the Internet:

1. Personal use will be on an employee's personal time. (*Personal time* is defined as before or after your scheduled work hours, or during lunch or scheduled breaks.)
2. It will not interfere with any work related activity.
3. The use of e-mail for personal use is permitted only on employees' personal time.

E-mail

E-mail accounts will be set up for all staff members. All emails related to library business must be sent using the official mcls.ms email account. Do not use personal email accounts to send or reply to official library business. Staff on duty must check their email at least once per day and more often if possible. Staff members who join listservs and newsgroups that relate to their library work should monitor their messages frequently due to the volume of mail received. MCLS reserves and intends to exercise the right to review, audit, intercept, access and disclose all messages created, received or sent over the system for any purpose. Remember that no electronic mail service can be made totally confidential.

Any employee who violates this policy shall be subject to discipline, up to and including termination.

I certify that I have read and that I understand the *Equipment, Internet, and Email Policy for Staff*.

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Signature Date

Policy adopted by the MCLS Board of Trustees June 9, 2004
Revised September 14, 2010
Revised February 15, 2017
Revised April 9, 2018