

**Lincoln Public Library Board
POLICY MANUAL**

SECTION: PERSONNEL

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TOPIC: Employee Use of Email & Internet

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DATE: September 2003

REVISED: February 2009

The Lincoln Public Library Board provides its employees with access to both the Internet and to email accounts. It is the purpose of this policy to ensure that these tools are being used in an appropriate manner.

1. Internet Use – Employee Internet Code of Ethics

The Library Board has provided its employees with access to the Internet to carry out work related duties. The Internet is an unregulated, constantly changing environment that is worldwide in scope. The Internet enables the Library to provide information that is held outside the confines of the physical collection. While the Internet offers access to a wealth of material that is professionally enriching, it also enables access to some material that may be offensive, disturbing and/or illegal. Employees of the Lincoln Public Library Board understand that the following code of ethics must be followed when accessing electronic information on Library computers:

I will:

- i. Use the Internet for cultural, educational, and informational purposes only.
- ii. Refrain from using the Internet for illegal, unauthorized or unethical purposes.
- iii. Refrain from attempting to modify or gain access to files, passwords or data belonging to others.
- iv. Not seek unauthorized access to any computer system or damage or alter software components of any network database.
- v. Not send, receive or display text or graphics, which are illegal or may reasonably be construed as obscene or offensive.
- vi. Respect and obey copyright laws and software license agreements.
- vii. Refrain from the use of the Internet for personal commercial activities.

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2. Email Use

The Lincoln Public Library email accounts are to be used to facilitate communication and conduct library business. Employees must abide by the following guidelines in sending electronic mail messages:

- i. All emailing activity through library accounts must adhere to the Internet Code of Ethics stated above.
- ii. Occasional use of personal email is acceptable provided it adheres to the Internet Code of Ethics stated above.
- iii. The use of email messaging that intentionally impairs the performance of the library's equipment and network integrity is prohibited.
- iv. The use of good judgment and a sense of responsibility must be exercised when opening attachments that may contain viruses that could damage library equipment and corrupt software files.
- v. Refrain from sending information that may cause embarrassment to the Town, Town Council, the Library Board or the Library Staff if made public.

Electronic files and records accessible via the Library's network are the property of the Board.

Any employee found in violation of this policy may be subject to the terms outlined in **Policy G-4: Discipline & Dismissal.**