



E-018

Richmond Heights Memorial Library USE OF COMPUTER, PHONE, AND EMAIL POLICY

The use of any information technology equipment owned, leased or rented by the Richmond Heights Memorial Library (herein called "the Library systems") for non-Library purposes is prohibited.

All information transmitted by, received from, or stored in the Library's systems is considered to be the confidential property of the Library and is to be used solely for the Library's purposes. Any person using the Library's systems is not permitted to access, copy, transmit or otherwise retrieve any stored information or communication unless necessary for the Library's purposes. No user may download or install programs without authorization from the Library Director. Any employee accessing the Internet or other online services should have a legitimate Library-related purpose for doing so. Excessive personal use of the Internet is prohibited.

The Library's systems allow for the transmission and receipt of both internal and external electronic mail (email) messages. The Library's email is to be used for the Library's purposes. The availability of email and internet resources are offered to employees for the furtherance of their work as Library employees. Email specifically includes all transmissions of information between users of the Richmond Heights Memorial Library's email network, email accounts, and corresponding passwords. Transmissions sent or received by employees during business hours should be appropriate and professional. In accordance with State law, messages created on the system have the same classification and are accessible to the public as though they were written memorandums. Missouri Statutes, Sections 109.080, 109.090 and 610.010 et seq., provide that state, county and municipal government records —regardless of physical form or characteristics—must be made available for personal inspection by any citizen of Missouri. Only limited exceptions are authorized by the Data Practices Act.

Email transmissions, email passwords, and any information transmitted via the Library email network are the property of the Richmond Heights Memorial Library. The Library maintains the right to access and monitor stored email messages. Any unauthorized use, as described in the following paragraphs, is prohibited and will be subject to disciplinary action, up to and including termination.

Email passwords and corresponding accounts are non-transferable. No employee may use the email account or password of another employee without the express written consent of the Library Director.

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All personal email transmissions and internet usage is to be kept at a minimum. Use of email transmissions, or internet sites, that are vulgar, offensive, obscene, discriminatory, harassing, or otherwise inappropriate are strictly prohibited. The Library will not tolerate the sending of inappropriate, obscene, harassing or abusive language or materials.

Expressly prohibited is the transmission of any sort of racist, sexist or other discriminatory comments. The sending of offensive materials, chain letters and the conduct of illegal activities through e-mail or use of internet sites is not permitted and will not be tolerated. The illegal transmittal or printing of copyrighted materials is also prohibited. All employees are advised that all email transmissions will be stored in conjunction with the Library's computer backup procedure. To ensure that the use of the Library's electronic and computer resources is consistent with the Library's legitimate interest in serving the public, authorized representatives of the Library may monitor the use of such systems from time to time. This includes, but is not limited to, monitoring internet usage of any kind and/or reviewing the content of or attachments to any email transmission. Employees are specifically advised, and consent as a condition of using any Library's computer resources, that there is no expectation of privacy in any message or file sent, stored or received on the Library's computer system.

To ensure that the use of the Library's systems is consistent with the Library's mission, authorized representatives of the Library may monitor and/or audit the use of such equipment and communications. All messages and documents on the Library's systems may be saved for some period of time and deleted messages and documents may be recoverable. Violations of this policy may result in discipline up to and including discharge.

Inadvertence or accident is not a defense for violations of the Use of Computer, Phone, and Email policy for the Richmond Heights Memorial Library.

The use of personal passwords, assigned to or selected by the employee, is not grounds for an employee to claim privacy rights in the information systems or any data or content stored therein. The Library reserves the right to override personal passwords.

Library telephones are intended for Library related business; however, the Library recognizes that there are times when personal calls must be made (e.g., to doctors, spouses, children etc.). Employees are encouraged to keep all personal calls to a reasonable duration; personal calls should be made during non-working hours whenever possible.

Library-owned fax machines are to be used by staff for Library-related business only.

Failure to comply with any of the above stated rules and procedures may result in disciplinary action up to and including termination.

Adopted by the RHML Library Board of Trustees January 16, 2024