

# ***MOUNT OLIVE PUBLIC LIBRARY***

202 Flanders-Drakestown Road; Flanders, New Jersey 07836 | P: 973-691-8686 | [www.mopl.org](http://www.mopl.org)

## **The Mount Olive Public Library's Use Of Library Equipment For Staff Members Policy**

The **Mount Olive Public Library** provides supplies, equipment, and materials necessary for its staff members to perform their designated tasks/job. Library equipment, such as telephones, computers, postage, fax, and copy machines, are intended mainly for business purposes.

**Staff Member** negligence in the care, custody, or use of Library property may be considered grounds for discipline, up to and including termination. Any personal use of equipment that results in a charge to the Library should be reported immediately to the Library Director or his/her designee so that reimbursement can be made. Employees in possession of Library equipment including but not limited to cell phones are expected to protect the equipment from loss, damage, or theft. Upon resignation or termination of employment or at any time upon request, the employee may be asked to produce the phone or other such equipment for return. Employees unable to present the phone or other such equipment in good working condition within the time period requested (for example, 24 hours) may be expected to bear the cost of a replacement. Upon termination of employment, the staff member must return all Library property, equipment, and documents in his/her possession or control. This includes all Library-issued laptops, phones, credit cards, keys, and passwords.

### ***Computer and Internet Code of Conduct:***

**Staff Members** will use computers and the Internet to improve their job knowledge; to access information on topics which have relevance to the Library and their work; and to communicate with their peers in other agencies. Be aware that staff members are perceived by others to represent the Library when accessing the Internet via Library equipment, domain names or IP addresses. Staff members are advised not to use the Internet for any purpose that would reflect negatively on the Library or one's co-workers. To that end, the Library has established the following:

#### ***A. Acceptable Computer and Internet Use:***

Staff Members are permitted to engage in the following activities on Library computers:

- During working hours only, access job-related information, as needed, to meet the requirements of your job and keep computer and Internet-related skills current.
- During working hours, participate in news groups; chat sessions, and email list discussion groups or other Internet-based communication tools provided these sessions have a direct relationship to your job with the Library. If personal opinions are expressed, a disclaimer should be included stating that this is not an official position of the Library.
- During breaks, you may use computers and Internet for limited personal purposes, provided that such activity remains subordinate to official use and does not interfere with the Library's operation or is unacceptable behavior as listed below or in other Library policies.

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## ***B. Unacceptable Computer and Internet Use***

Staff Members are not permitted to engage in the following activities on Library Computers, either during working hours or personal time in the Library:

- Purposefully accessing, retrieving, or printing text and graphic information which exceeds the bounds of generally accepted standards of good taste and ethics. This includes stealing, using or disclosing someone else's code or password without authorization.
- Participating in the viewing or exchange of pornography or obscene materials, sending or posting messages that defame or slander other individuals.
- Using the Library's time and resources to send or post discriminatory, harassing or threatening messages or images.
- Engaging in any unlawful activities or any other activities that would in any way discredit the Library.
- Engaging in activity that would compromise the security of any Library computer or system.
- Endorsing any product or services for personal gain, participate in lobbying activity or engage in political activity.
- Violating the Library's Computer and Internet Use Policy.

## ***C. User Responsibilities***

- Use of computer equipment, including hand-held devices and Internet access to accomplish job responsibilities, will always have priority over personal use.
- Staff Members are responsible for following the current Library Computer and Internet Use Policy, security policies and procedures in your use of Internet services and will refrain from any practices which might jeopardize Library computer systems and data files, including but not limited to virus attacks, when downloading files from the Internet.
- When using Library equipment, including hand-held devices, to access the Internet, Staff Members are subject to having activities monitored by system or security personnel.
- Use of Library computers and Internet constitutes consent to security monitoring, and Staff Members should be aware that such activities are not private.
- In order to avoid capacity problems and to reduce the susceptibility of Library information technology resources to computer viruses, video and voice files downloaded from the Internet or other sources may not be stored on local area network (LAN) except when they will be used to serve a Library function.

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## ***Email Code of Conduct***

The Library provides Staff Members with email service for the benefit of the organization. When using the Library email service, Staff Members are responsible for maintaining the organization's public image and using email appropriately.

To that end, the Library has established the following:

### ***A. Acceptable Email Use***

Staff Members are to use the Library email service in an effective, ethical, and lawful manner for Library purposes. The Library email service accounts may be used for limited personal purposes, but such usage must remain subordinate to official usage and not interfere with Library operations.

### ***B. Unacceptable Email Use***

- Staff Members may not use the Library email service for personal gain. Solicitation of non-Library business, or any use of the Internet for personal gain is strictly prohibited.
- Staff Members are prohibited from using the Library email service to disrupt operations, sabotage the organization and/or interfere with your co-workers' productivity.

### ***C. Appropriate Content***

Staff Members are responsible for the content of all text, audio, video, and/or images they transmit or receive over the Library email service.

Fraudulent, harassing, menacing, obscene or otherwise objectionable messages are prohibited. Staff Members are responsible for following the current Library Computer and Internet Use Policy, security policies, and procedures.

Electronic messages must include a person's name, the Library's name, and contact information. No messages may be transmitted under an assumed name.

Staff Members may not attempt to obscure the origin of messages.

Information transmitted via the Library email service should not violate or infringe upon the rights of others.

The Library strives to prevent and/or remove inappropriate content, such as, but not limited to, spam and viruses, on the Library email service, but the nature of the Internet makes it impossible to achieve complete effectiveness in this area.

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## ***D. Copyright Adherence***

- Staff Members are not permitted to copy, transfer, rename or edit copyrighted material without permission of the owner.
- Copyright infringement may result in disciplinary action, up to and including termination, as well as legal action by the copyright owner.

## ***E. Privacy and Security***

- All messages transmitted or received via the Library email service are the property of the Library.
- Email messages are public communication and are generally not secure and private as they travel across the Internet.
- The Library reserves the right to access and monitor all messages and files on the email service.
- All electronic communications, including text and images, can be disclosed to law enforcement or other third parties without your prior consent as the individual who sent or received the information.
- The Library does not deliberately remove emails and files from its email service.
- Users of the Library email service should be aware that this makes these emails and files available for possible review and disclosure.

## ***F. Harassment and Discrimination***

- The Library prohibits the sending and receiving of electronic messages that are in any way harassing or discriminatory.
- Staff Members are prohibited from sending derogatory and/or inflammatory messages including, but not limited to, remarks, graphics or content about race, religion, national origin, physical attributes, sexual preference or other protected classes.
- The provisions of the ***Cyber-Harassment Law*** P.L. 2013,c.272 and other appropriate laws must be observed as well as in the use of the Library's email service.

## ***G. Violations and Disciplinary Action***

- If a Staff Member violates the Library Email Code of Conduct, he/she may face disciplinary action, up to and including termination. Criminal conduct of any type will be reported to the appropriate authorities.
- Telephones and Texting Business use of Library telephones will always have priority over personnel use. Excessive personal calls during the workday, regardless of the phone used, are in direct opposition to the customer service philosophy of the Library.
- Staff Members must limit personal calls during work time.
- Staff Members should make any personal calls or texts on non-work time and ensure that friends and family members are aware of the Library's policy.
- Flexibility will be provided in circumstances demanding immediate attention.

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- Personal phone calls or texts should not be made or received by Staff Members while in public areas of the Library during their work hours.
- No long distance personal calls may be made on Library phones without prior approval from a Staff Members Supervisor.
- All Staff Members should pay careful attention to public perception and the Library's customer service philosophy.
- Where job or business needs demand immediate access to you, the Library may issue a business cell phone for work-related communications.
- Any Staff Member in possession of Library equipment including but not limited to cell phones is expected to protect the equipment from loss, damage or theft.
- Upon resignation or termination of employment or at any time upon request, a Staff Member may be asked to produce the phone or other such equipment for return or inspection.
- If a Staff Member is unable to present the phone in good working condition within the time period requested (for example, 24 hours), he/she may be expected to bear the cost of a replacement.
- If a Staff Member's job responsibilities include regular or occasional driving and he/she is issued a cell phone for business use, this Staff Member is expected to abide by all applicable laws. Safety must come before all other concerns.
- Under no circumstances is a Staff Member allowed to place him/herself at risk to fulfill business needs.
- If a Staff Member is charged with traffic violations resulting from the use of a phone while driving, he/she will be solely responsible for all liabilities that result from such actions.
- The Library will not be liable for the loss of personal cell phones brought into the workplace. Violations of this policy will be subject to the highest forms of discipline, up to and including termination.

## **H. *Voice Mail***

- The voice mail system is the property of the Library and is provided for use in conducting Library business.
- All communications and information transmitted by, received from, or stored in this system are company records and property of the Library.
- The voice mail system may be used for limited personal purposes, but such usage must remain subordinate to official usage and not interfere with the Library operations.
- Staff Members have no right to personal privacy in any matter stored in, created, received or sent over the Library voice mail system.
- Even if one uses a password to access the voice mail system, the confidentiality of any message stored in, created, received or sent from the Library voice mail system still cannot be assured.
- Use of passwords or other security measures does not in any way diminish the Library's rights to access materials on its system or create any privacy rights for the messages and files on the system.
- Voice mail messages are generally treated as confidential by a Staff Member's co-workers and accessed only by the intended recipient.

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- Staff Members are not authorized to retrieve or listen to any voice mail messages that are not sent to that specific person. Exceptions to this policy must receive the prior approval of the Library Director or his/her designee.

## **I. *Social Media***

1. **General Rules and Guidelines:** The following rules and guidelines apply to the use of social media, whether such use is for the Library on Library time, for personal use during non-work time, outside the workplace or during working time while using Library-owned equipment. (The Computer and Internet Use Policy also govern using Library equipment to access social media sites for personal use. Employees should refer to these sections before accessing such sites via the Library's equipment).

These rules and guidelines apply to all employees:

- Employees are prohibited from discussing confidential, work-related matters through the use of social media. You have a duty to protect Trustees and co-workers' personal information and the confidentiality of all patron account information, excluding any information that is contained in public records.
- Employees cannot use social media to harass, threaten, libel or slander, malign, defame, disparage or discriminate against co-workers, supervisors, customers, patrons, vendors, suppliers, any organizations associated or doing business with the Library or any members of the public, including website visitors who post comments. The Library's Anti-Harassment and Equal Employment Opportunity (EEO) policies apply to use of social media in the workplace.
- If as an Employee of the Library, you utilize social media and choose to identify yourself as an employee of the Library, you are required to state explicitly, clearly and in a prominent place on the site that your views are your own and not those of Library or of any person or organization affiliated or doing business with the Library.
- Employees cannot use the Library's logo or trademarks or the name, logo or trademarks of any business partner, supplier, vendor, affiliate or subsidiary on any personal blogs or other online sites unless his/her use is sponsored or otherwise sanctioned, approved or maintained by the Library.

2. **Employer-Sponsored Social Media Guidelines:** Library-sponsored social media is used to: convey information about Library services and programs, advise patrons of Library information and updates, obtain patron feedback, reach out to potential patrons, provide marketing support to raise awareness of Library's brand and discuss Library-wide and department-specific activities and events.

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All such Library-related social media is subject to the following rules and guidelines, in addition to rules and guidelines set forth above:

- Only employees designated and authorized by the Library can prepare content for or delete, edit or otherwise modify content on Library-sponsored social media.
  - Employees cannot post any copyrighted information where written reprint permission is not obtained in advance.
  - Designated employees are responsible for ensuring that the Library sponsored social media conform to all applicable Library rules and guidelines. These employees are authorized to remove immediately and without advance warning any content, including offensive content such as pornography, obscenities, profanity, and/or material that violates the Library's Equal Employment Opportunity and/or Anti-Harassment policies.
  - It is required to identify yourself as an employee when posting comments in response to content.
3. **Employer Monitoring Guidelines:** The Library reserves the right to monitor anyone's use of social media including but not limited to statements/comments posted online.
- Staff Members should have no expectation of privacy while using Library equipment and facilities for any purpose, including the use of social media.
  - The Library reserves the right to monitor, review and block content that violates the Library's rules, guidelines and policies.
  - The equipment, services and technology provided to access the Internet remain at all times the property of the Library.
  - As such, the Library reserves the right to monitor all Internet traffic and retrieve and read any data composed, sent or received through our online connections and stored in our computer systems.
4. **Staff Bulletin Boards:** To maintain an effective avenue for communicating with its Staff Members, the Library maintains bulletin boards. Bulletin boards are located throughout the Library in areas that Staff Members frequently visit in order to ensure that each Staff Member has constant access to posted information.
- The Library's bulletin boards are used to communicate official government information on Equal Employment Opportunity, wage and hour, health and safety and other issues.
  - They are also used to communicate information regarding Library policy and its business and announcements, including, but not limited to job postings, safety rules, health items, benefit programs and notices regarding special events.
  - Staff Members may not remove official postings from bulletin boards. Violation of this policy may be grounds for disciplinary action, up to and including termination.
  - If a Staff Member wishes to post personal notices (e.g., sale of a car, rental of an apartment) on the employee bulletin board in the staff lounge, he/she may do so as space and time permit. The Staff Member is then responsible for its timely removal.