

**Electronic Technologies Use Policy  
of the  
Ellenville Public Library & Museum**

The Ellenville Public Library & Museum (EPL&M) respects the right to privacy of its employees. However, privacy does not extend to staff members use of Library & Museum provided technology, including computers, voicemail, e-mail, and the Internet. In addition to possible civil or criminal prosecution, the Ellenville Public Library & Museum reserves the right to discipline staff members for violation of this policy, up to, and including, termination.

The following rules will govern technology use at the Ellenville Public Library & Museum.

1. Computer, voicemail, e-mail, social networking access and the internet access are EPL&M-owned and for business purposes only.
2. All online activities are subject to monitoring, and no staff member should expect privacy regarding such use.
3. Unacceptable, non-work related activities, including downloading, viewing or sending insulting, disruptive, offensive, derogatory, profane or discriminatory messages, posts or other such materials are prohibited. Examples of forbidden transmissions include, but are not limited to, sexually explicit messages, cartoons or jokes; unwelcome propositions or love letters; ethnic, racial, religious, gender-based or other slurs; or any other messages that can be construed to be harmful to morale, harassment or disparagement of others based upon their membership in any class of individuals protected by law.
4. Only system passwords and encryption keys assigned by EPL&M may be used on EPL&M computers without the express prior authorization the EPL&M management. Staff are prohibited from using passwords or encryption keys to gain access to unauthorized materials.
5. E-mail messages sent from EPL&M computers may contain a header identifying the organization. As online communications are not secure, prior to transmitting any information that is of a confidential or proprietary nature or that may include Library & Museum trade secrets, authorization must be obtained from your supervisor, and the information must be properly encrypted to the extent possible.
6. Staff are prohibited from creating, posting or sending inappropriate messages or unprofessional communication, including, but not limited to, those forwarded via e-mail or posted on social networking sites discussing EPL&M, our staff, those we serve, or our competitors.
7. EPL&M licenses the use of computer software from a variety of outside sources. It does not own this software or its related documentation, and it does not have the right to reproduce, use or otherwise copy that software, without the permission of the software provider. Unauthorized copying or use of software on any medium is strictly prohibited.

8. Staff must respect copyright, trademark, trade secret, patent license, policy and other proprietary rights and restrictions relating to the use, access or download of software or information.

In addition to the foregoing, all employees are reminded that rapidly-evolving social networking technology, and related enterprises, such as Facebook, LinkedIn and My space, easily facilitate, and even encourage, individuals to commingle their personal and professional relationships in a manner where exchanges with professional contacts and colleagues can be viewed by personal friends and acquaintances and interactions with personal friends and acquaintances can be monitored and reviewed by professional contacts and colleagues, including, but not limited to, those affiliated with EPL&M. Although we do not prohibit employees from engaging in social networking, we remind you of the potential for trouble when you unnecessarily-and, more particularly, inappropriately-permit professional contacts and colleagues to avail themselves of the details of your personal relationships and interactions, and vice-versa. Please endeavor to maintain appropriate boundaries between your professional and personal life. Be advised, to the extent that you social networking activities, violate the terms of this, or other, EPL&M personnel policies or reflect poorly upon EPL&M, yourself, or your judgment, you can, and will be held accountable for your actions and/or omissions, possibly resulting in disciplinary action by EPL&M, up to, and including, termination.

Adopted by the Board of Trustees  
April 18, 2016

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Employee Signature

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Date