

PATCHOGUE-MEDFORD LIBRARY
EMPLOYEE EMAIL, COMPUTER USAGE AND SOCIAL NETWORKING POLICY

Email, computer and internet technologies available at the Patchogue-Medford Library provide employees with access to a large professional and public audience. These tools are used for research, administration and education in support of the mission of the Library.

Library Email Accounts

Library email accounts are to be utilized solely for business-related purposes. The email accounts and the emails contained therein are to be considered property of the Library. Access to email accounts is to be granted to users who are employed by the Library and are to be used for Library purposes only. Personal communication, photographs, documents, and other non-library-related email should not be sent from or stored in this account. It is prohibited to use Library email accounts for the creation or distribution of chain letters, jokes, or disruptive or offensive messages and/or images, including offensive comments and/or images about race, ancestry, gender, disability, age, sexual orientation, pornography, religious beliefs and practices, political beliefs, or national origin. Access to the Patchogue-Medford Library email account will be terminated upon the separation of service of the employee.

Computer Usage

Computer hardware and peripherals, as well as all data that is created, saved, stored, transmitted or received is the property of the Library. Data may be accessed or intercepted by the Library at any time and in any manner and may be subject to disclosure to law enforcement officials. Employees shall have no expectation of privacy in connection with any use of email, documents, cache or computers in the Library. Employees have no reasonable expectation of privacy with regard to postings or comments on social networking sites, regardless of the employee's personally set "privacy" settings. Retrieval of documents is not promised and should not be expected.

All computer hardware and peripherals, as well as all data that is created, saved, stored, transmitted or received is the property of the Library. Employees have a duty to protect and conserve library property and shall not use such property for any of the following at any time:

- Unlawful or malicious activities.
- Illegal downloading, copying or transmission of copyrighted materials.
- Display, download, print, send or post images or messages that are pornographic, sexually explicit, discriminatory, threatening, abusive, vulgar, or intended to harass.
- Display, download, print, send or post images or messages that are religious or political except in response to patron research requests.
- Misrepresentation of oneself or the Patchogue-Medford Library.
- Activities that could cause congestion and disruption of the network.
- Soliciting or Petitioning
- Gambling

- Commercial business, religious activities, or political activities

The following activities, while not all inclusive, are examples of activity on the Library's equipment and network that are prohibited at all times.

Employees shall not:

- Create passwords that are intended to restrict the use of Library owned or licensed software by other employees.
- Steal, use or disclose someone else's code or password.
- Delete or alter configurations or system settings.
- Delete or alter Library owned or licensed software.
- Load personal software.
- Maintain files for personal business or pleasure on the Library's network.
- Break into or attempt to break into the computer system of another individual or organization or a company.
- Tamper with, strike or physically abuse any piece of hardware.
- Intentionally transmit a virus.

Note particularly: Employees may be subject to disciplinary action for accessing pornography or sites considered by the Library to be objectionable. Certain procedures may be performed for system improvement or security purposes by specialized staff with the Director's authorization.

Social Media

Social media is defined as any form of online publication or presence that allow interactive communication, including, but not limited to social networks, blogs, websites, Internet forums and wikis. The primary goals of PML's participation in social media are:

- To connect, share, and listen to our users
- To interconnect the library with other community agencies, happenings and organizations
- To increase awareness and use of library services, materials and programs

Individual participation by PML employees in official social media sites must be approved in advance by the Director. User comments are allowed on Patchogue-Medford social media outlets and shall be subject to the Public Terms of Use outlined below. Employees may not distribute personal communications via Patchogue-Medford social media outlets or disclose any confidential or proprietary information on or about the Library, its patrons, its affiliates, vendors, or suppliers, including, but not limited to business and financial information.

Employee speech and conduct, even when it occurs outside the workplace, can have an effect on the Library's reputation. This includes both email and internet postings. Employees may not use social media to harass, threaten, intimidate, retaliate, discriminate or disparage against the Library, employees, or anyone doing business with the Library, including patrons. Individuals should use care to separate professional

and personal uses of social media. When an employee's connection to PML is apparent, it should be clear that they are speaking for themselves and not on behalf of the Library. In those circumstances, employees should include a disclaimer such as "The views expressed on this (page, website etc) are my own and do not reflect the views of the Patchogue-Medford Library." Alternately, this disclaimer can be included in the "About me" section of your profile.

Employees who fail to comply with the Library's policy may be subject to disciplinary action and may be held personally liable for commentary that is considered defamatory, obscene, proprietary, or libelous by any offended party, not just the Library. The Library requests that employees report all suspected violations of this policy to the Director. Violation of the policy may result in disciplinary action up to and including immediate termination. Discipline or termination will be determined based on the nature of the issue and other factors.

Approved July 20, 2004.

Appended to the Personnel Policy: July 20, 2004

Updated November 27, 2012.

Revised December 20, 2017.

Public Terms of Use

Patchogue-Medford Library's social media provides a limited public forum to facilitate the sharing of ideas, opinions and information about library-related subjects and issues. It is intended to create a welcoming and inviting online space where library users will find useful and entertaining information and can interact with library staff and other library users. While Patchogue-Medford Library encourages an open conversation, posts and comments are moderated by library staff. The Library reserves the right, within its sole discretion, not to post and to remove submissions or comments that are unlawful or violate this policy.

Patchogue-Medford Library has no affiliation with any advertisements or other material posted by third party sites or software and reserves the right to not post or to remove comments that are unlawful or off-topic as determined by its sole discretion, including, but not limited to:

- Plagiarized material
- Copyright or trademark violations
- Off-topic comments
- Commercial material, spam, or posts containing links to other sites that are clearly off-topic or inappropriate
- Duplicate posts from the same individual
- Comments containing sexually explicit language or images
- Comments containing profane or foul language;
- Statements that ridicule, malign, disparage, or otherwise express bias against any race, religion, sexual orientation or protected class of individuals
- Personal comments about individuals, including attacks, insults, or threatening language
- Private personal information about an individual without his/her consent
- Images, executable programs, or any non-textual content.

By choosing to comment on PML social media sites, public users agree to these terms. Individuals who violate these terms may be barred from further postings.