Staff Use of Library Computing Resources

Lisle Library District staff are expected to use Library computing resources and the Internet for purposes related to the discharge of their duties as employees, official business with the Library, and other Library sanctioned activities, including training and practice of skills.

The computer system includes, but is not limited to, all hardware, software, data files, and internal and external computer and communications networks (for example, Internet and email systems) that may be accessed directly or indirectly from the Library computer network.

Personal use of Library computing resources may be permitted if the use does not:

1. Interfere with the user's work performance or activities

2. Interfere with any other user's work performance or activities

3. Have undue impact on the operation of the computer system

4. Violate any other provision of this policy or any other policy, guideline, or standard of Lisle Library District

The Library provides email access and accounts to streamline communications, reduce unnecessary delays and paperwork and to serve the public and Library staff. The Library recognizes the importance of proper email content in conveying a professional image. Staff should take the same care in drafting an email as they would for any other type of communication.

Staff expressly waive any right of privacy in anything they create, store, send, or receive on the computer system. Without prior notice, the Library may review any material created, stored, sent, or received on its network or through the Internet or any other computer network. Staff understand that Lisle Library District may use human or automated means to monitor use of its computer resources.

The email system is the property of the Lisle Library District and is intended for official Library business. Staff accessing the email system are required to adhere to the following policy and procedures:

1. General Usage

   a) LLD owns email accounts and passwords
   b) Internet use, including email, is intended for official Library business
   c) LLD retains the right to monitor, retrieve, read or disclose emails or any other digital files without prior notification
   d) Internet use is not confidential and there is no expectation of privacy regarding email messages.
2. Prohibited activities
   a) Deliberately installing malicious software on Library property
   b) Commercial activity and/or fundraising
   c) Political advocacy, endorsements or organization
   d) Libel

e) Ethnic slurs, racist or racially insensitive language
f) Gambling
g) Forwarding chain messages
h) Failing to close all desktop applications or browser windows at the end of one's shift or end of the day
i) Disclosing proprietary or sensitive information
j) Sending or sharing copyrighted information without permission
k) Revealing, confirming or commenting on LLD's intellectual property and/or employee records
l) Attempting to disguise one's identity, such as by sending email messages from another person's email account
m) Encrypting email messages
n) Accessing obscene or inappropriate content
o) Engaging in any activity that is illegal under local, state, or federal law

3. Request permission or inform one's supervisor and/or the Network Administrator
   a) To store or transport sensitive or proprietary Library information that may be on a personal device such as laptop or smart phone, portable media such as USB drives, and/or non-Library authorized cloud applications/sites
   b) To install software that has not been pre-approved
   c) If one has received a threatening or inappropriate email message
   d) To send broadcast email messages to the Library staff

4. Email Retention, Deletion and Security
   a) Email messages classified as general correspondence and not related to another record series must be stored for at least a year
   b) Before leaving the building at the close of business or the end of their shifts, staff shall close all applications/programs and logoff

5. Etiquette
   a) Content should be appropriate and respectful
   b) Style, spelling, punctuation and grammar should be professional and appropriate
   c) Employees may use automatic signatures, but these should be updated on a timely basis
   d) Do not use all caps for entire message
   e) Subject lines should be utilized
   f) Messages should be acknowledged as soon as possible, or within 48 business hours, and out of office auto-reply should be utilized for extended absences
   g) Do not click on any links or open attachments of unsolicited or suspicious emails as they may contain viruses or other malware