

Camden County Library District Policy Manual

Section 1. Employees

Subsection 41. Communications, Computer use, and Electronic Mail Policy

Communications

Employees need to stay aware of procedures, policies, and general information changes. Employees are encouraged to communicate ideas, suggestions, personal goals, and or problems as the need arises, affecting their work and that of their colleagues.

Computers and Electronic Mail Usage

Incidental and occasional personal use of library computers and electronic mail systems (email) is permitted. Still, information and messages stored in these systems will be treated no differently from other business-related information and messages as follows:

1. Electronic mail systems may not be used to solicit for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations. The email system is not to be used to violate any person's rights as they fall under a protected class, such as sexual implications, racial slurs, gender-specific comments, disabilities, age, sexual orientation, religious and or political beliefs. Email may not be used to send or receive copyrighted materials unless it falls under the fair use clause of copyright law.
2. The Library provides certain codes to restrict access to computers and email to protect these systems against external parties or entities. Unauthorized disclosure of logins and passwords outside of District employees is strictly prohibited unless previously authorized by the IT analyst, Assistant Director, PR/Marketing Manager, or Director.
3. The Library is required to respond to proper requests from legal proceedings and Sunshine Law requests. The Library and its representatives reserve the right to access all email messages on Library District servers or systems. Employees should not assume that their emails are private or confidential. Employees should not assume that using the Library's computer equipment is private and confidential. Do not send anything by email that you would not wish to see published widely, such as in a newspaper.
4. The contents of computers and email may be disclosed to law enforcement if a proper subpoena is presented by law enforcement.
5. The Director or Library legal counsel will review any request for access to the contents of an individual's computer or email prior to the access being made without the individual's consent. Employees do not have a right to privacy on library computer systems or email.