

Amityville Public Library

Staff Email Policy

Purpose

The purpose of this email policy is to ensure the proper use of the Amityville Public Library email system and make users (staff/employees) aware of the Amityville Public Library policies regarding acceptable and unacceptable use of its email system. A guideline listing rules and procedures for users (staff) to adhere to will be attached to this policy. The "Guidelines" may be updated by the Library Director, or his/her designee, as needed.

Electronic communication, just like written communication, is a reflection of the Library, and, as such, must meet acceptable Library standards. Procedures which promote network security are also addressed by this policy and included in the attached guidelines. The terms "user", "staff" and "employee" are used interchangeably throughout this policy.

User Responsibilities

The Amityville Public Library Microsoft 365 email system is used as the official channel of communication.

Each user will be assigned their own user account and, where applicable, a shared department account, and is responsible for the safekeeping of associated password(s). Each staff member is responsible for reading their own and associated department email account(s) regularly as per the attached guidelines, during their regular work time.

No staff member is required to view their work e-mail on their own time other than times of inclement weather or other emergency situations since the Library email system will be a channel announcing Library closing/opening or other critical information.

The Library Director or his/her designee will be responsible for maintaining a complete list of user names and passwords in a secure manner and is the only person with whom the information may be shared.

Use of the Email System

The email system is intended for official Library business. Personal use of the email system is discouraged but it is acknowledged that there may be occasions when it is necessary to do so. Staff members may use the email system occasionally for personal messages, but during non-work hours only. If the Library's email system is used to send a personal message, the staff member must exercise discretion as to the number and type of messages sent. The staff member must also ensure that their personal use of the email system does not interfere in any way with their job duties or performance. Any employee

who abuses this privilege may be subject to discipline as per the Collective Bargaining Agreement.

Email Is Not Private

Email messages, including attachments, sent and received on Library equipment are the property of the Amityville Public Library. The Library reserve the right to access, monitor, read, and/or copy email messages at any time, for any reason. A user should not expect privacy for any email sent using Library equipment, including messages that the user (staff member) consider to be personal, or label with a designation such as “Personal” or “Private.”

It is strongly recommended that Library employees maintain a personal email account for communications not related to the Library. Staff members who use their Library account for personal communication may have that communication subject to public access under New York State Freedom of Information Law, and federal/state e-discovery rules.

All Conduct Rules Apply to Email

All Amityville Public Library policies and rules of conduct apply to employee use of the email system. This means, for example, that a staff member may not use the email system to send harassing or discriminatory messages, including messages with explicit sexual content or pornographic images; to send threatening messages; or to reveal confidential Library information.

No Solicitation by Email

The Amityville Public Library email system may not be used to solicit others to patronize an outside business or to support an outside organization, a political candidate or cause, or a religious cause. The Amityville Public Library email system may not be used to ask employees to donate to a particular charitable cause.

Email Security

Users (staff) should take basic precautions and common sense actions to ensure the safety of their email and network security. Some basic precautions are listed on the attached guidelines. Any indication of a virus, worm or malware being downloaded to an employee’s workstation must be reported to the IT department as soon as possible.

Employees may not share their email passwords with anyone, including coworkers or family members other than as authorized by policy. Revealing passwords to the Library’s email system could allow an outsider to access the Library’s network.

Guidelines for Email Writing

All email should be considered official Library correspondence and written with a commensurate professional tone and content. Specific rules regarding basic email etiquette are listed in the guidelines attached to this policy.

Retaining and Deleting Email Messages

Email messages are electronic records, and are therefore subject to New York State Records Retention and Disposition Schedule MI-1 for Use by Miscellaneous Local Governments. (www.archives.nysed.gov.)

Because of the large volume of emails the Library sends and receives each day, employees are discouraged from storing large numbers of email messages that are not subject to the retention rules explained above. Users (staff) must make a regular practice of deleting email messages once they have been read and/or a response sent. If a user (staff) needs to save a particular message, it may be printed as a paper copy, archived, or saved to the user's hard drive or disk. The Library may purge email messages that have not been archived after 92 days.

The Library may have occasion to suspend its usual rules about deleting email messages (for example, if the Library is involved in a lawsuit requiring it to preserve evidence). If this happens, employees will be notified of the procedures to follow to save email messages. Failing to comply with such a notice could subject the Library to serious legal consequences, and will result in disciplinary action as per the Collective Bargaining Agreement.

Adopted October 15, 2015