



Staff Internet and Email Authorized Use Policy

Ethical and legal standards that apply to information technology resources derive directly from standards of common sense and common decency that apply to the use of any shared resource. The Library Network depends first upon the spirit of mutual respect and cooperation between cooperative member libraries and staff in order to maintain a shared resource that is beneficial for all users of the system.

This statement on conditions of use is published in that spirit. The purpose of the statement is to promote the responsible, ethical, legal, and secure use of The Library Network Electronic Services for the protection of all users.

Authorized Use Policy of The Library Network Electronic Services

When you use The Library Network Electronic Services, you agree to the following conditions:

- (1) To respect the privacy of other users; for example, you shall not intentionally seek information on, obtain copies of, or modify files or passwords belonging to other users or The Library Network, or represent others, unless explicitly authorized to do so by those users.
- (2) To respect the legal protection provided by copyright and licensing of programs and data; for example, you shall not make copies of a licensed computer program to avoid paying additional license fees or to share with other users.
- (3) To respect the intended usage of accounts; for example, you shall use assigned accounts, transactions, data, and processes authorized by your library's director for the purposes specified, and shall not access or use other accounts, transactions, data, or processes unless explicitly authorized to do so by authorized management staff.
- (4) To respect the integrity of the system or network; for example, you shall not intentionally develop or use programs, transactions, data, or processes that harass other users or infiltrate the system or damage or alter the software or data components of a system. Alterations to any system or network software or data component shall be made only under specific instructions from authorized management staff.
- (5) To respect the rights of other users; for example, you shall comply with The Library Network policies regarding sexual, racial, and other forms of harassment as stated in the TLN Employee Handbook, and you shall not divulge sensitive personal data concerning library staff to which you have access without explicit authorization to do so.
- (6) To cease using the Email Account after your employment with a member library is terminated. Furthermore, it is the responsibility of the Library Director to inform The Library Network Shared Technology Services Department of any changes in staff that will affect the status of Email accounts given through the Library Network. (1/11)