

# **Racine Public Library**

## **Staff Use of Equipment and Information Technology Policy**

### **I. Purpose of the Equipment and Information Technology Policy**

Employees of the Racine Public Library are provided access to information technology assets and other equipment and resources required to carry out their job duties. This policy outlines the guidelines by which these resources may be used by Library employees and covers equipment and information technology owned by the Library, including but not limited to: desktop computers, laptop computers, tablets, servers, printers, scanners, modems, Wi-Fi, Internet access, email, phones, voicemail, fax machines, and other hardware and software.

It is the responsibility of the Executive Director or the Head of Digital Services & Innovation to ensure that Library employees use equipment and information technology in accordance with this policy. It is also the responsibility of the Executive Director or the Head of Digital Services & Innovation to ensure that all Library employees are aware of this policy and, where necessary, monitor usage of Library owned equipment and information technology. The Digital Services and Innovation Team will provide training and policy review to Library employees annually.

All Library employees using equipment and/or library software shall read and comply with this policy.

Equipment and information technology are to be used primarily for official Library business in accordance with the guidelines that follow:

### **II. Staff Use of Equipment and Information Technology Agreement**

**A. Personal Use:** It is recognized that some personal use of Library-owned equipment and information technology will occur. Personal use of equipment and information technology should be kept to a minimum during work hours; to the greatest extent practical, employees should limit personal use to break periods. Should an employee's personal use be deemed excessive, the Library reserves the right to limit, restrict, or eliminate the employee's personal use.

**B. Equipment Care:** Computer equipment, including all hardware, software and related services, owned or leased by the Library is an important and costly resource of the Library. Equipment must be safeguarded from damage, abuse, loss and degradation of capacity due to inappropriate use.

Library hardware and electronic media that is obsolete or damaged beyond repair must be declared surplus property or scrap by the Executive Director or the Head of Digital Services & Innovation. Following this declaration, scrap Library hardware and electronic media is sent to an approved site for sanitation and disposal. Surplus items which carry no risk of disclosure of sensitive information,

breach of a licensing agreement, or infringement of copyright, and have value to other parties, will be given away or auctioned.

- C. Authorized Hardware and Software:** The Library maintains up-to-date and comprehensive hardware and software inventories. All hardware to be attached to Library equipment and software, and information technology to be used on Library equipment, must be approved by the Executive Director or the Head of Digital Services & Innovation. The Library reserves the right to reconfigure or uninstall hardware or software on any Library equipment or information technology.

The Library licenses the use of computer software from vendors and developers on all computers under its control. No person shall load software on Library computers or network services without specific written approval of the Executive Director or the Head of Digital Services & Innovation.

The Library does not condone the unauthorized copying or use of the software. Software should only be used with the applicable license agreements. Unlicensed software may be run for trial purposes, with the consent of Digital Services and Innovation staff. If not licensed, the software must be removed at the end of the trial period.

Personal equipment is not supported by the Library. No Library software can be installed on personal computers.

*Procedures:* All Library hardware or software shall be installed by a member of the Digital Services & Innovation Team. No person shall take apart, install, relocate or remove any hardware or software for any reason, except as specifically authorized to do so.

- D. Security and Password Management:** - Information technology shall not be left unattended in a state that affords an opportunity for unauthorized or inappropriate access to Library records, or otherwise compromises security. Passwords are an important aspect of computer security and are the front line of protection for Library accounts. Users are responsible for taking appropriate steps to select and secure their passwords and shall not reveal their individual account passwords to others, or allow any other person, employee or not, to use their accounts with the exception of computer maintenance performed by the Digital Services & Innovation team. Users will be granted access rights to information technology commensurate with their roles and responsibilities and as approved by the Executive Director or the Head of Digital Services & Innovation.
- E. Internet and Email Use:** All employees are expected to be responsible “cybercitizens.” This means being familiar with available tools and applicable rules, and demonstrating cyber etiquette.

Library email is considered to be a public record and may be subject to public disclosure in accordance with applicable law. Email accounts for employees are made available through the Racine Public Library.

**F. Audits:** The Library and all its authorized officers, officials, employees, contractors, and vendors shall cooperate fully with any government agency that is legally authorized to conduct software audits.

**G. Violations/Penalties:**

- a. Under the US Copyright Law, illegal copying and use of software can result in civil damages of up to \$100,000 and criminal penalties, including fines and imprisonment. A person who makes or knowingly uses illegal copies of software is subject to disciplinary action up to and including dismissal, consistent with existing personnel policies and procedures.
- b. If the Library is sued or fined because of unauthorized copying or use of the software by any person, it may seek repayment from such person of any and all costs, fees, and fines. Under no circumstances should the Library be liable for any costs, fees, or fines for any person who is sued or fined individually under such circumstances.
- c. Violations of this policy shall be reported to the Executive Director and the Head of Digital Services and Innovation.

**User Acknowledgement**

The undersigned Library, officer, official, employee, contractor, or vendor has read either a printed copy of the Library's Staff Use of Equipment and Information Technology Policy and understands the policy or has read the policy on the Library's website and understands the policy.

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Signature

Date

Approved by: RPL Board of Trustees  
Approved Date: February 17<sup>th</sup>, 2022  
Review Schedule: Annual  
Next Review Date: February 2023