

Library Connection, Inc

Email Acceptable Use Policy

PURPOSE : To establish an Acceptable Use policy that outlines the appropriate use for email account holders with accounts on email servers owned and or administered by *Library Connection, Inc.* (hereinafter "*LCI*") and to establish guidelines and procedures with regards to use of the email accounts on servers owned or administered by *LCI* (hereinafter "*LCI email servers*").

APPLICABILITY: This policy applies to all *LCI* employees, its members, contractors, vendors, consultants, agents, and affiliates, including all personnel affiliated with third parties that have or use email accounts on *LCI* email servers.

1.0 General Use and Ownership

- 1.1. While the *LCI* desires to provide a reasonable level of privacy, account holders should be aware that *LCI* does not guarantee the confidentiality of information on *LCI* servers. Undelivered messages, returned to the *LCI* email servers, are routinely reviewed by authorized members of the operations staff.
- 1.2. No person(s), other than *LCI* Operations staff and its duly authorized agents may install and/or uninstall software and/or make any hardware/software modifications to *LCI* email servers.
- 1.3. Accounts on *LCI* email servers are made available to *LCI* employees; *LCI* member libraries and their staffs, to support them in the completion of their assigned duties. Incidental personal use, during working hours, is anticipated and will be permitted, except for activities expressly prohibited by the *Acceptable Use Policy*, at the discretion of the Executive Director. Personal use will not be supported by the Operations staff.
- 1.4. Account holders shall exercise good judgment in using their accounts on *LCI* email servers in the performance of their assigned duties.
- 1.5. *LCI* employs state of the art anti-spam and anti-virus technologies to screen all messages addressed to account holders on *LCI* email servers. It is the responsibility of the originators of messages to *LCI* account holders to configure their email servers and/or adjust their message content in such a way that their messages are not intercepted by *LCI*'s anti-spam and anti-virus protocols. *LCI* does not guarantee the delivery of messages to account holders on *LCI* mail servers and is not responsible for any loss sustained due to the blocking of messages by its anti-spam and anti-virus solutions.
- 1.6. For security and network maintenance purposes, the Executive Director and/or their duly authorized designee may monitor equipment, systems and network traffic at any time in accordance with the *LCI*'s *Acceptable Use Policy*.
- 1.7. The *LCI* reserves the right to audit its email servers and related equipment on a periodic basis to ensure compliance with this policy.

2.0 Security

- 2.1. Account holders are responsible for the security of their passwords and accounts. Passwords and accounts should not be shared. Any user who suspects that his/her email account has been compromised SHALL notify Operations staff immediately after changing their password
- 2.2. Unless performed in the course of professional business duties no employee shall post to newsgroups from a *LCI* affiliated email address without the express permission of the Executive Director and/ or their duly authorized designee.
- 2.3. Employees shall exercise extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail bombs, or Trojan horse code.

3.0 **Unacceptable Use**

- 3.1. Unless expressly authorized by the *Executive Director* and/ or his/ her duly authorized designee, account holders are prohibited from engaging in the following activities.
- 3.2. Under no circumstances is an account holder authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing *LCI* resources.
- 3.3. The list below is by no means exhaustive, but attempts to provide a framework for activities which fall into the category of unacceptable use

4.0 **Unacceptable Use: Email Activities**

The following activities are strictly prohibited, unless overridden in writing by the *Executive Director* and/or their duly authorized designee:

- 4.1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
- 4.2. Any form of harassment via email, whether through language, frequency, or size of messages.
- 4.3. Unauthorized use, or forging, of email header information.
- 4.4. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
- 4.5. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
- 4.7. Subscribing and/or posting to email distribution lists (List Servers) not specifically related to the account holder's duties.
- 4.8. Account holders using their email client's address book to facilitate work related email distribution lists are required to keep said list up to date by removing invalid addresses as soon as they receive the first bounced message. Failure to maintain such lists can result in the administrative disabling of the account by Operations staff pending verification that the necessary changes have been made. Persistent failure to maintain such mailing lists can result, at the discretion of the Executive Director, in the loss of email privileges on the *LCI* email server.
- 4.9. Account holders may not send personal messages (messages not directly related to the execution of their assigned duties as an employee of their library) to more than five (5) recipients. Account holders may not use their accounts to support their service on non-library boards, committees, commissions, taskforces, workgroups etc. Account holders may not use their accounts to support non-library employment or their on-going relationship with non-library organizations or corporations. Account holders may not use their accounts to facilitate the purchase or sale any item or service not directly related to the discharge of their assigned duties as an employee of their library.

5.0 **Exceptions**

Exceptions to the *LCI's* Email Acceptable Use Policy are handled on a case by case basis. Exceptions must be submitted in writing to the *Executive Director* and or their duly authorized designee. Copies of any exception requests will be maintained on file.

6.0 **Enforcement**

Any account holder found to have violated this policy may be subject to the suspension or loss of access to their account.