



## **Staff Email Policy**

### **Purpose**

The purpose of this policy is to ensure proper use of the Lindenhurst Memorial Library email system and to make staff aware of Library policies regarding acceptable and unacceptable use. Electronic communication, just like written communication, is a reflection of the Library, and, as such, must meet acceptable standards.

Microsoft Office 365 Outlook email system is the official email provider for Lindenhurst Memorial Library. Employees are assigned their own user account and are responsible for the safekeeping of associated password(s). Staff may not share their email passwords with anyone, including coworkers or family members other than as authorized by policy.

Staff should apply basic precautions and common sense actions to ensure the safety of their email and network security. Any indication of a virus, worm or malware being downloaded to an employee's workstation must be reported to the business office and technology coordinator immediately.

Employees are responsible for reading their email account(s) throughout their daily work day. No staff member is required to view his/her work email on his/her own time, except management and confidential employees. Staff are expected to read email more regularly during times of emergency closures, infectious disease outbreaks, or other public emergencies where information may be transmitted often, and/or be modified frequently.

### **Use of the Email System**

Email messages, including attachments, sent and received on Library equipment are the property of the Lindenhurst Memorial Library. Employees should not expect privacy for any email sent using Library equipment, including messages that the staff member consider to be personal, or label with a designation such as "personal" or "private."

The email system is intended for official Library business. Staff should not use personal email accounts for Library communication. It is strongly recommended that Library employees maintain a personal email account for communication not related to the Library. If the Library's email system is used to send a personal message, the staff member must exercise discretion as to the number of, and content of, messages sent. All communication sent from official Library accounts may be subject to public access under the New York State Freedom of Information Law, and federal/state e-discovery rules.

## **Email Conduct**

All Lindenhurst Memorial Library policies and rules of conduct apply to employee use of the Library email system. Staff may not use the email system to send harassing or discriminatory messages, including messages with explicit sexual content or pornographic images; send threatening messages; or reveal confidential Library information. The Library email system may not be used to solicit others to patronize an outside business; ask for support for outside organizations; a political candidate/cause, a religious cause, or to ask for donations to a charitable cause.

Adopted: January 26, 2000  
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May 30, 2020  
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