

New Brunswick Free Public Library
Policy on Library Resources and Confidentiality.
Adopted, October 25, 2000, Revised May 23, 2012

1. **Library Resources, Messages, and Software.** Library resources include printed materials, electronic resources such as computers, printers, networks, copiers, fax equipment, cellular telephones, cloud accounts, and telephone systems including voicemail. Messages refer to written, electronic mail, text messages, tweets, social media postings, voicemail, instant messaging, and any other form of electronic communication to or from staff members regardless of message's origin. Software refers to electronic documents, files, program, and digital images and text. The library supplies access to these resources for the library's purposes.
2. **Official External Communications.** All messages originating from the library and its staff in their official capacity whether by electronic mail, social media, or other means will be with prepared with accuracy and the organizational mission of the library as paramount considerations. Staff will always be aware they are representing the library and not their personal views when communicating with the public and outside agencies. Staff will not engage in argument, flaming, or use derogatory language in electronic communication. Staff will also not disclose internal information whose disclosure is not required under the Open Public Records Law.
3. **Prohibited Staff Activities.** Staff will not use library resources in any way that violates federal or state laws and regulations. They will not use library resources to send chain letters, threatening, racially, ethnically, or sexually harassing messages, messages containing abusive language, which violate copyright laws, libelous statements, or which violate the rights of others. Neither will staff members send messages to those who have requested not to receive messages, messages intended not to reveal the real identity of the sender, nor messages damaging to library or fellow staff members. They will respect the electronic integrity of library resources and will not harm the security of the system.
4. **Public Social Media Activities.** All postings which contain obscene or racist content; personal attacks, insults, or threatening language; libelous statements; plagiarized material; private information of others published without consent; comments or hyperlinks not relevant to the forum; commercial promotions or spam; organized political activity; or photos or other images that fall in any of these categories will be removed and the poster may be barred from posting any subsequent messages. The library reserves the right to edit or modify any postings or comments for space or content. The library shall have the right to reproduce comments, posts, and messages in other public venues.
5. **Messages.** All messages transmitted or stored on library resources must be identifiable as to the staff member who is the sender or recipient. Their creation or storage on library resources gives the library the right to access, monitor, or delete the message with or without notice to the employee.
6. **Privacy.** Messages stored or created by on library resources are not private or confidential due to the responsibilities of the library and the nature of electronic correspondence. The library is not responsible for any breach of assumed privacy or confidentiality that occurs in or beyond its control, by vendors, at Internet nodes, or at

any other access point. **Use of library resources constitutes an absolute waiver of the right of privacy**

7. **Staff Privacy.** Staff members will respect the privacy of others and may not access their messages without their permission or the permission of the Library Director. The Library Director will not permit access to messages except for library purposes or if there is substantial evidence of a crime or serious violation of rules.
8. **Monitoring and Auditing.** It is neither the library's intention nor duty to monitor or audit use of library resources when there does not appear to be a violation of federal, state, or local laws, interference with the operation of the library or threats to the integrity of electronic resources. However, for compulsory legal process or if any of those conditions exist, the Library reserves the right to monitor or audit without notice. Further, the Library will give evidence to the appropriate legal authorities or use that information in disciplinary actions.
9. **Personal Use.** Personal correspondence is done on personal time and must not appear to be an official communication of the Library nor should it incur extra expense to the library. Any postings to social media sites where or in which you are identified as a staff member of the library should include a disclaimer stating that the views expressed are your own. No photographs or representations of library patrons, other than those already publicly released by the library, may be posted or transmitted without the patrons' written consent. The posting or transmission of proprietary and confidential information is prohibited. Staff members can use library resources to participate in professional activities when such use does not conflict with other assigned duties, particularly public service duties, nor degrade system performance.
10. **Personal Profit.** Staff members may not use library resources for personal monetary profit for themselves or others.
11. **Personal Educational Use.** The furtherance of education is a primary activity of the library and since a better-educated staff better serves the public, when library resources are not being used for library purposes and there exist no additional cost to the library, those resources may be used to further individual staff member's educational activities. Such activities include research and word processing. Staff members avail themselves of services such as inter-library loan, reference assistance, and requests for purchase on an equal basis with the public.
12. **Software and Hardware Installation and Modification.** No software, program, database, digital text or image may be installed on a library computer in violation of that software's user agreement, in violation of copyright nor may it be installed without the prior approval of the Electronic Resources Librarian and the Library Director. No hardware modifications may be made without the prior approval of the Electronic Resources Librarian and the Library Director
13. **Passwords.** Staff members assume full responsibility for releasing their passwords to others. The Library Director or the Electronic Resources Librarian will bypass or release passwords only for library purposes and will notify those whose messages were examined.
14. **Internal Messages.** Staff members are responsible for reading all information in official communications distributed electronically.