

WESTCHESTER PUBLIC LIBRARY

COMPUTER GUIDELINES FOR STAFF

Staff must refrain from unauthorized use of departmental computing resources, such as computers and printers, etc.

Staff may not use departmental computing resources for private business purposes unrelated to the mission of the Library.

Personal use of Library computing resources, if allowed in a department, must be approved by the appropriate department head with the following minimum guidelines in effect.

Personal use will be on an employee's personal time.

It will not interfere with any work-related activity.

The person will supply their own expendable materials.

Hard disk space should be reserved for library related tasks rather than for personal use.

The Library encourages staff to use e-mail for job-related communication and professional development. Use of e-mail for personal interest is not permitted on library time.

The use of computer games for personal interest is also not permitted on library time.