



Comsewogue Public Library

Email Acceptable Use Policy

Use of email is to be consistent with Comsewogue Public Library practices, policies, and procedures.

Comsewogue Public Library email accounts are to be utilized solely for Comsewogue Public Library business-related purposes.

Comsewogue Public Library employees are to possess no expectation of privacy in any email and/or other content sent or received via Comsewogue Public Library email accounts.

The Comsewogue Public Library reserves the right to monitor any transmissions without prior notice.

Comsewogue Public Library email accounts and the emails contained therein are to be considered the property of the Comsewogue Public Library.

Access to Comsewogue Public Library email accounts is to be granted to users who are employed by the Library. Access will be terminated upon the separation of service of the employee.

Comsewogue Public Library email accounts are to be used for Library purposes only. Personal communication, photographs, documents, and other non-library-related email should not be sent from or stored in this account.

Comsewogue Public Library email accounts shall not be utilized for the creation or distribution of chain letters, jokes, or disruptive or offensive messages and/or images, including offensive comments and/or images about race, ancestry, gender, disability, age, sexual orientation, pornography, religious beliefs and practices, political beliefs, or national origin. Employees who receive any email(s) from a Comsewogue Public Library employee containing any of the aforementioned should immediately report the matter to their supervisor or to the director.

Any exception to this *Email Acceptable Use Policy* must be approved in advance by an employee's supervisor or by the director.

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

*Approved by the Library Board 3/15/16
Reaffirmed by Board – 3/16/2021*