



## POLICY

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TITLE: Employee Use of TRL Equipment and Resources

POLICY NUMBER: 022

EFFECTIVE DATE: 7/26/2017

REVIEW DATE: 7/1/2022

SUPERSEDES POLICY NUMBER: 2E85; 01-04 dated 7/22/98; #022 dated 12/2016

AUTHORIZED BY: Board of Trustees

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1. Purpose: To set parameters for employees when using Timberland Regional Library (TRL) equipment and resources.
2. Scope: This policy applies to all employees and volunteers, and pertains to all TRL owned, leased and operated equipment and resources.

3. Definition:

TRL resources include, but are not limited to, books and other library materials; information technology assets such as computers, data resources, electronic message systems (including email and voice mail), software, software licenses, fax machines, telephones, cellular phones, Internet connections or accounts; documentation; copyrighted material; photocopiers; print shop equipment; facilities; vehicles; credit cards; supplies; TRL mail service; furniture; and equipment.

4. Background: None

5. Policy:

- a. Employees are responsible for using equipment and resources in an ethical and legal manner for conducting TRL business. Employees may not use TRL equipment or resources for the purpose of private personal use or to conduct an outside business for private financial benefit or gain.
- b. Employees will not use TRL resources to promote discrimination, to harass others, to infringe on copyrights, to advance political or religious beliefs, or to engage in unlawful activity.

- c. All information stored on TRL systems and equipment is the property of TRL. There is no expectation of privacy when using TRL equipment or resources. All information created or stored on TRL systems may be viewed by TRL Administration and is subject to public disclosure, except as excluded by law. Circulation records are protected by law.
- d. Employees will use TRL motor vehicles only while conducting business of TRL. Personal use of TRL vehicles is prohibited, except for meal breaks when on TRL business. Transporting individuals who are not TRL employees, volunteers, or TRL trustees in a TRL vehicle is prohibited.
- e. Employees will use TRL telephones (including cellular phones) while conducting TRL business. Employees in travel status may use TRL telephones to notify family members of changes of plan due to TRL business.
- f. Children or friends of employees in the workplace may not be given access to staff work and break areas, staff computers, or be given any privileges not extended to library patrons.
- g. Personal Use of TRL Resources:  
  
Employees may make limited personal use of TRL telephones, computers and Internet access. The use must be on an occasional but limited basis and only if there is no cost to TRL, the use is brief, the use occurs infrequently, the use does not interfere with the performance of duties, and the use does not compromise the security or integrity of TRL property, information or software. Employees are not authorized to save personal documents on TRL computers or servers, or use TRL email accounts for personal email. Supervisors may approve personal use that is compliant with the definitions provided above.
- h. Violations of this policy may result in disciplinary action up to and including termination of employment.

6. Citation: RCW 42.56.310

7. Related References: Travel Policy and Procedure

8. By the enactment of this policy, the Board of Trustees of the Timberland Regional Library concurrently rescinds any prior policy or procedure within the Library District that is either in conflict with or expansive of the matters addressed in this policy.

*Adopted by the Timberland Regional Library Board of Trustees, July 26, 2017.*

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President, Board of Trustees

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Date

