

Use of TRL Equipment and Resources Policy

Purpose

To set parameters for employees, volunteers, and Trustees when using Timberland Regional Library (TRL) equipment and resources.

Scope

This policy applies to all employees, volunteers, and Trustees when acting in an official capacity and pertains to all TRL owned, leased, and operated equipment and resources. Trustees have the same library privileges as all library patrons when not acting in an official capacity.

Policy

Employees, volunteers, and Trustees are responsible for using equipment and resources in an ethical and legal manner for conducting TRL business. They 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.

- Staff are trained and certified as appropriate for items and their use. EX: TRL owned drone, the certified staff follow all laws and regulations set forth by the Federal Aviation Administration (FAA).

TRL resources will not be used to promote discrimination, to harass others, to infringe on copyrights, to advance political or religious beliefs, or to engage in unlawful activity.

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.

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.

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.

Family or friends of employees in the workplace may not be given unapproved access to staff work and break areas. Family and friends may not have access to staff computers or be given any privileges not extended to library patrons.

Personal Use of TRL Resources: Employees, volunteers, and Trustees 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.

Violations of this policy may result in disciplinary action up to and including termination of employment.

References

Travel Policy and Procedure.

Federal Aviation Administration website <https://www.faa.gov/uas>.

Citations

RCW 42.56.310.

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Policy Number: 022

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