

Oscoda County District Library Employee Email Policy

Use of the Email System

The email system is intended for official Library business.

Email Is Not Private

Email messages, including attachments, sent and received on the Library system are the property of the Library. We reserve the right to access, monitor, read, and/or copy email messages at any time, for any reason. You should not expect privacy for any email you send using the Library system, including messages that you consider to be personal, or label with a designation such as “Personal” or “Private.”

All Conduct Rules Apply to Email

All of our policies and rules of conduct apply to employee use of the email system. This means, for example, that you may not use the email system to send harassing or discriminatory messages, including messages with explicit sexual content or pornographic images; to send threatening messages; or to reveal Library patron information.

Guidelines for Email Writing

1. Always spell-check or proofread your business email messages. Email is official Library correspondence. Spelling errors in email are all too common, and they look sloppy and unprofessional.
2. Use lowercase and capital letters in the same way that you would in a letter. Using all capital letters is the email equivalent of shouting at someone; it can also be hard on the eyes. Failing to use capital letters at all (to begin a sentence or formal noun) can confuse readers and seem overly cute. Unless you are writing poetry, use standard capitalization.
3. Remember your audience. Although email encourages informal communication, that might not be the most appropriate style to use if you are addressing the CEO or a Library patron. And, remember that your email can be forwarded to unintended

recipients, some of whom may not appreciate joking comments or informalities.

4. Don't use email for confidential matters. Again, remember the unintended recipient. Your email might be forwarded to someone you didn't anticipate or might be sitting at a printer for all to see. If you need to have a confidential business discussion, do it in person or over the phone.
5. Send messages sparingly. There is rarely a need to copy everyone in the Library on an email. Carefully consider who really needs to see the message, and address it accordingly.
6. Don't leave the subject line blank. Always include a brief description, so readers will know what your email is about at a glance. This makes it easier for all of us to manage our email and makes it more likely that you will receive a response to your message.
7. Don't overuse the "urgent" tag. Mark a message as urgent only if it is truly important and must be answered right away.

Email Security

To avoid email viruses and other threats, employees should not open email attachments or click on links in email from people and businesses they don't recognize, particularly if the email appears to have been forwarded multiple times or has a nonexistent or peculiar subject heading. Even if you know the sender, do not open an email attachment or click a link that has a strange name or is not referenced in the body of the email. It may have been transmitted automatically, without the sender's knowledge.

Before you open any attachment, you must scan it for viruses using the Library's antivirus software. If you are unsure how to do this, please notify the Information Technology Clerk or Director.

If you believe your computer has been infected by a virus, worm, or other security threat to the Library's system, you must inform the Information Technology Clerk or Director immediately.

Employees may not share their email passwords with anyone, including coworkers or family members. Revealing passwords to the Library's email system could allow an outsider to access the Library's network.

Retaining and Deleting Email Messages

Because email messages are electronic records, certain messages must be retained for compliance purposes. Please refer to our record-keeping policy, or ask the Director for guidance on which records must be kept, and for how long. If you have any questions about whether and how to retain a particular email message, please ask the Director.

The Library may have occasion to suspend our usual rules about deleting email messages (for example, if the Library is involved in a lawsuit requiring it to preserve evidence). If this happens, employees will be notified of the procedures to follow to save email messages. Failing to comply with such a notice could subject the Library to serious legal consequences, and will result in discipline, up to and including termination.

RECEIPT Oscoda County District Library Employee Email Policy

Oscoda County District Library Employee Email Policy, effective May 13, 2019.

I, _____,
acknowledge receipt of the Oscoda County District Library Employee Email Policy. I understand that the Policy contained herein is to be followed, that they apply to me and I accept them without reservation as a condition of my continued employment with the Library. **I also understand that the Policy is not a binding contract, that I am an employee at will, employment can be terminated at any time, and that they are subject to change within the discretion of the Board.**

This policy replaces all prior employee Internet policies, and it is effective for all employees of the Library, except those holding elected Library positions. In the case of employees who are now or hereafter may be covered by a collective bargaining agreement, the collective bargaining agreement will control, but only to the extent it conflicts with these Policies.

Date

Employee