

Morrisville Public Library Email Policy

The Mid York Library System (MYLS) provides each staff person at the Morrisville Public Library an email account upon the request of the Library Manager. The MYLS email system, currently Gmail-Google for Nonprofits, is made available for the purpose of conducting business and communicating with the member libraries and MYLS.

1. Email accounts (@midyork.org) are provided to paid staff (full or part time) for the purpose of facilitating communication between and among library staff and other libraries as needed.
 - a. Email accounts cannot be provided to Board Trustees, volunteers or any other individual or organization as per MYLS.
2. Requests for email accounts can only be made by the Library Manager (as per MYLS).
 - a. In the case of a newly appointed Manager, the request may come from the library's board president or the interim manager (as per MYLS).
 - b. When a staff person leaves the employment of the Morrisville Public Library it is the responsibility of the Library Manager to notify MYLS, in writing or by email, that the account should be suspended. If MYLS does not receive written notification, the account will remain active.
3. Morrisville Public Library email accounts should be primarily used for conducting business on behalf of the library; personal communication is permitted on a limited basis (at the discretion of the Library Manager.)
 - a. Email accounts should not be used to purchase goods and services intended for personal use.
4. Morrisville Public Library email accounts and their contents are the sole property of MYLS and the Library; not the employee.
 - a. Employees should be aware that they do not have a right to privacy as related to the email account or its contents.
 - b. All email content is treated as a business record. Emails are subject to Freedom of Information Law (FOIL) requests and may be subject of a law enforcement subpoena or warrant.
5. The Morrisville Public Library can have MYLS authorize access to an employee's email account in a number of circumstances including, but not limited to:
 - a. Situation involving health or safety of people or property;
 - b. Possible violations of the library's code of conduct, regulations and policies;
 - c. Other legal responsibilities or obligations of MYLS or the library.
6. The MYLS email system shall not be used for the creation or distribution of any disruptive or offensive messages, including comments about race, gender, disabilities,, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin,. Employees who receive any emails with this type of content from any Library staff member or other MYLS library employees should report the matter to the Library Manager immediately.
 - a. Any Library staff using their library email account to create or distribute such emails may have their email account suspended and/or disciplinary action/termination.
7. Email account username and password must be kept confidential and secure.
 - a. Sharing this information with a person outside of the library is strictly forbidden and doing so may lead to the suspension of the email account.
8. Email accounts are not to be accessed outside working hours of part time staff. Failure to abide by this will be cause for discipline and possibly termination.
9. Failure to follow and abide by this policy may result in disciplinary action and/or termination.