

## Electronic Mail

Electronic mail, or e-mail, is increasingly used for ordinary inter-office, intra-office and personal communication. E-mail is used to send a quick message to one or multiple readers. It is a method to communicate quickly and cost-effectively with co-workers. The use of the Library's computers for e-mail and other purposes is a privilege granted by the Library in accordance with this policy.

When e-mail is created, sent, received and/or read by staff and/or patrons on the Library's network, it is regarded as library property (despite the fact that it is stored at SCLS). The Board of Trustees and the Library Director or designee reserves the right to review any and all e-mail. This right to review, without notice, may be exercised where there is evidence of inappropriate conduct, if it is necessary to defend the library against a claim, or any other situation where such data is requested by management.

All users are expected to conduct themselves in a legal, professional, fair, considerate and ethical manner. Electronic communication may not include words, statements, or illustrations which are intended to be, or which may be reasonably perceived as harassing, offensive, intimidating, profane or abusive. The Library prohibits the use of Library property for illegal purposes and for purposes not in support of the mission of the Library. Constructing e-mail communication so it appears to be from someone else is not permitted. Personal use that creates a direct cost for the Library is prohibited. Copyright laws must be upheld. "Spamming" is prohibited.

E-mail is not protected from public scrutiny by the Freedom of Information Laws. Attempts to sabotage the network or attempts to destroy e-mail if named in a lawsuit or FOI'd are prohibited. Intentionally obscuring, changing or forging the date, time, source or other label or header information in response to a request for such information is prohibited. Persons found to be engaged in inappropriate behavior will be held responsible for their actions.

The Library does not maintain archives of e-mail sent or received.

Violations of this policy may result, at the discretion of the Library Director, in revocation of the individual's right to use the library and/or its computers or they may be subject to disciplinary action pursuant to law.

Approved by the Board of Trustees  
September 14, 2001

### Tips for Appropriate Use of E-Mail

1. E-mail is forever. E-mail should be treated like a shared file. It can be stored or forwarded anywhere. Consider your response as if it was a headline in the newspaper. Never send anything over the Internet that you would not say in person. Anonymity is not guaranteed; there is no such thing as private e-mail.
2. Avoid the use of "reply to all." You may send your message to thousands of recipients or others who are blind copied to the message.
3. Do not send spam.
4. Use appropriate grammar and punctuation. All capital letter is considered SHOUTING.
5. Remember that e-mail lacks the visual and aural cues that convey irony, concern, humor and many other subtleties critical to communication.
6. Re-read your messages and addresses before you send e-mail. Make sure they are being sent to the people you intend.
7. E-mail should not be used when the writer runs the risk of turning off the reader with a written message, or if the writer suspects the message may be misunderstood or misconstrued.
8. If a message is extremely important or confidential, do not use e-mail.