

CHEMUNG COUNTY LIBRARY DISTRICT POLICY MANUAL

Policy No. 610

SUBJECT: RECORDS MANAGEMENT

Designation of a Records Management Officer. The Library Director or designee shall be the Records Management Officer. The Records Management Officer shall coordinate the orderly and efficient management of records, including the legal disposition or destruction of obsolete records, and shall be given the authority and responsibility to work with other local officials at all levels in the development and maintenance of the records management program.

Records Advisory Committee. A Records Advisory Board may be created to assist in establishing and supporting the records management program. The Library District's legal counsel, the fiscal officer, and the Library Director or his or her designee may serve on the Advisory Committee.

Retention and Disposition of Records. The District shall retain records for such a period and dispose of them in such manner described in Records Retention and Disposition Schedule MI-1, established pursuant to Part 185, Title VIII of the Codes, Rules and Regulations of the State of New York and Article 57-A of the Arts and Cultural Affairs Law.

Special Approvals for Disposition of Records. Records not listed on a records retention and disposition schedule shall not be disposed of without the approval of the Commissioner of Education. Records that have been damaged by natural or manmade disaster and constitute a human health or safety risk also require the Commissioner's prior approval before disposition.

Replacing Original Records with Electronic/Digital Versions. Digital images of public records may be stored on electronic media, and such electronic records may replace paper originals or micrographic copies of these records. To ensure accessibility and intelligibility for the life of these records, the Library District shall follow procedures prescribed by the Commissioner of Education.

Retention and Preservation of Electronic/Digital Records: The Library District shall ensure that records retention requirements are incorporated into any plan and process for design, redesign, or substantial enhancement of an information system that stores electronic/digital records.

Other Laws. The Library District shall comply with all other applicable state and federal laws regarding records management.

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Policy No. 620

SUBJECT: SAFETY AND SECURITY IN LIBRARY DISTRICT FACILITIES

Generally. The Board of Trustees of the Chemung County Library District declares that it is the goal of this Library District to provide a safe and secure environment to all who lawfully enter upon Library District property or use Library District vehicles. The Library Director is charged with periodically evaluating threats to safety and security, establishing processes to address such threats, reporting to the Board on such processes, and bringing to the Board for its consideration all appropriation requests to fund such processes.

Prevention of Workplace Violence. The Library Director shall create and maintain a workplace violence prevention program to the extent and in the manner required by New York State Law.

Access to Library District Facilities. Each employee or volunteer provided with a key or other means of access (e.g., access code or PIN) to Library facilities is prohibited from using such means of access other than for Library business. The unauthorized disclosure of an access code or unauthorized lending of a key may be grounds for disciplinary action. Any employee who has lost a key or who otherwise believes access to Library facilities has been compromised must immediately advise a supervisor or the Director.

Toxic Substances. The Library Director shall ensure that all proper notices and training have been provided as required by applicable law to all employees who handle or may be exposed to toxic substances.

Patron Safety. All staff who are made aware of physical and/or verbal threats to patrons must immediately report these threats against patrons to the next level of supervisory authority for prompt action.

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Policy No. 630

SUBJECT: LIBRARY DISTRICT EMAIL ACCEPTABLE USE AND RESPONSIBILITIES

Purposes and Goals. Email is one of the Chemung County Library District's core internal and external communication methods. The purpose of this policy is to ensure that email systems used by Library District employees and management support Library District business functions to their fullest capacity. This policy advises employees and management of their responsibilities and provides guidance in managing information communicated by email. For purposes of this policy, the terms "employees" and "user" shall be deemed to refer to all Library District employees, volunteers, and officials who are granted access to email services.

Use of Email. Email services, like other means of communication, are to be used to support Library District business.

- Users may use email to communicate informally with others in the Library District so long as the communication meets professional standards of conduct.
- Users may use email to communicate outside of the Library District when such communications are related to legitimate business activities and are within their job assignments or responsibilities.
- Users may not use email for illegal, disruptive, unethical, or unprofessional activities, or for personal gain, or for any purpose that would jeopardize the legitimate interests of the Chemung County Library District.
- Email sent to recipients outside the Library District is unencrypted and unsecure and should not contain confidential information. Specifically, do not include in an email message any individual's social security number.
- Users with a Library District email account should use only such account and not a personal email account to conduct official business of the Library District.

Privacy and Access. Library District email messages are not personal and private. Email system administrators will not routinely monitor employee email and will take reasonable precautions to protect the privacy of email; however, supervisors and technical employees may access an employee's email at any of the following times:

- For a legitimate business purpose (e.g., the need to access information when an employee is absent for an extended period of time); and/or
- To diagnose and resolve technical problems involving system hardware, software, or communications; and/or

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- To investigate possible misuse of email when a reasonable suspicion of abuse exists or in conjunction with any other approved investigation.

Disclosure. Email messages sent or received in conjunction with Library District business may be subject to release under the Freedom of Information Law. All email messages, including personal communications, may be subject to discovery proceedings in legal actions (e.g., subpoenas).

Security. Users must take all reasonable precautions, including safeguarding and changing passwords, to prevent the use of their accounts by unauthorized individuals. Employees are prohibited from accessing another user's email without that user's permission and are prohibited from providing access to others when not necessary for Library business. Users should be wary of clicking on any links in, or clicking any files attached to, incoming emails when the sender or purpose is not perfectly clear; if there is any question, consult a supervisor or the Library Director before accessing such links/files.

Records Retention. Email created in the normal course of official business are subject to the Library District's records retention and destruction policies.