

**North Country Library System**  
**Member Library E-mail Accounts**

**Acceptable Use Policy**

1. Purpose:

The purpose of this e-mail account is to conduct the business of the library. North Country Library System (NCLS) will maintain email accounts for use by member library staff, subject to the following terms and conditions.

2. Ownership:

- E-mail equipment and messages are the property of NCLS.
- Messages that are created, sent or received using the NCLS e-mail system are the property of NCLS.
- NCLS reserves the right to access and disclose the contents of all messages created, sent or received using its e-mail system.
- Account holders expressly waive any right of privacy in anything they create, store, send or receive on the NCLS e-mail system.

3. Usage and Availability:

- NCLS is providing an e-mail account only. The account holder must have a connection to the Internet through an Internet Service Provider (ISP) in order to access the NCLS e-mail system.
- Library accounts will remain active as long as the user is employed by or works at the library. The account will be terminated when the user's employment ends. It is the responsibility of the library director to notify NCLS of these changes.
- No commercial messages, or messages of a religious or political nature are to be distributed using the NCLS e-mail system.
- E-mail messages may not contain content that may be considered offensive or disruptive. Offensive content includes but is not limited to obscene or harassing language or images, racial, ethnic, sexual or gender specific comments or images or other comments or images that would offend someone on the basis of their religious or political beliefs, sexual orientation, national origin or age.
- Each account will be limited to 100 MB of disk space.
- Each account holder will be required to sign a copy of this policy, and to provide a password for use with the account. The account holder will not be able to change the password. NCLS will provide the username based on the user's name.
- Accounts are for use by the account holder only, and the password should not be given to anyone. The account holder will be held liable for misuse of the account by someone other than the account holder.

4. Security and Availability:

- The NCLS e-mail system uses a variety of programs to ensure the security and availability of the system. These programs include, but are not limited to, spam control, antivirus, and attachment filtering. NCLS reserves the exclusive right to manage these programs, and is not liable for the loss of mail messages or attachments removed by these programs.
- NCLS anticipates that the e-mail system will generally be available 24 hours a day, 7 days a week. NCLS will notify account holders in advance of any planned downtime for system maintenance or other non-emergency issues. Unplanned outages will be addressed on a “best effort” basis. NCLS reserves the right to halt the system without prior notice if needed.

5. Non-Business E-mail:

- Incidental and occasional personal use of electronic mail is permitted. Such messages become the property of NCLS and are subject to the same conditions as business e-mail.

5. Violations

- Violation of this policy will result in action up and including revocation of the account and/or legal action if warranted.
- Account holders should report any misuse of the NCLS e-mail system or violations of this policy to the Information Technology Department.

---

Email Account Holder (signature)

Email Account Holder (Password)

---

Email Account Holder (Printed Name)

---

NCLS Coordinator of Information Technology