## MU Libraries Employee Computer Use Policy

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1.0      Scope

This policy applies to all non-public units and usage thereof by all employees and student employees of the MU Libraries under the administration of the Director of Libraries. Although this policy will also apply to Library branches, it is meant to complement, not supersede, those policies imposed on branches by IT personnel in the various colleges  where they are housed.


2.0      Purpose

The MU Libraries recognize the importance of providing the best possible computing equipment for our employees.  It is the Libraries' goal to utilize new and enhanced technologies to improve our service to users, enable administrative efficiencies, and increase productivity.  To further this goal, this policy will assist staff to identify appropriate and inappropriate uses of both hardware and software, and will provide information on how problems will be addressed.   It contains provisions for maintaining the security of our shared network and protecting data integrity.  The policy also insures that the MU Libraries comply with University policies on acceptable use, as well as all applicable state and federal laws.



3.0      Specifications

3.1      Computer Use
   3.1.1     The University of Missouri-Columbia prohibits use of its resources, regardless of medium:
- for any illegal activity
- for harassment or intimidation
- for commercial profit
- for promotion of political or religious agendas except in public debate (such as a public network news or Listserv forum) or with written authorization per Collected Rules and Regulations of the University of Missouri, Section 110.010 (additional conflict of interest laws and policies, and requirements may apply)
- for publishing obscene, pornographic, or indecent materials;
- chain letters
- for unauthorized copying or distribution of text, images, sounds, software or other data including licensed software or copyrighted data otherwise accessible for use
- for activities that place people or equipment at significant physical risk (including exposed electrical connections, ionizing radiation, heat, food, or drink in a public computing site).
- The University has official policies regarding acceptable computer use, which can be found at
  http://iatservices.missouri.edu/security/policy/aup.html
   3.1.2     No computer (desktop, wireless, or handheld device) should be added to the MU Libraries' network or use the networking infrastructure without prior consultation and approval of the Library Technology Services (LTS) staff. A review of a denial can be scheduled with the requestor, appropriate LTS employees and the requestor's supervisor.
   3.1.3     Installation and configuration of hardware by anyone other than an LTS staff member is strictly prohibited unless approved by the Head of Library Technology Services prior to its installation. A review of a denial can be scheduled with the requestor, appropriate LTS employees and the requestor's supervisor.
   3.1.4     The Libraries and its employees are expected to adhere to University policies regarding University-owned or controlled property. In general, this means that employees may not take home University-owned or controlled hardware or software. This policy, however, does not apply to short-term use of portable equipment intended for that purpose. Any exception to this policy requires written approval of the Director of Libraries, Division Head, or Head of the LTS department and should be forwarded to the LTS department for filing.
   3.1.5     The LTS staff will maintain a list of supported software products based upon compatibility with existing functions, reliability and available expertise.  LTS will assist MU Libraries employees to the fullest extent possible in the use of listed software. Other software may be used provided it does not have a negative effect on the network or other users.   However, LTS cannot guarantee any support for it.

3.1.6 LTS staff need to have access to employees' offices and work areas for the purpose of solving hardware and software problems. When a problem in an employee's office or work area affects network-wide performance, or creates a situation that Information & Access Technology Services (IATS) has asked the Libraries to address urgently, this access may occur even when the employee is absent. For more routine maintenance and problem solving, LTS will attempt to schedule the work during a time when the employee is present, unless explicitly given permission by the employee to work on the computer in his or her absence. Employees who wish accompanied access should understand that this may affect the timeliness of the response to requests for service.

3.1.7 Installation of PIRATED software is prohibited. This is software that is installed in violation of the license agreement, i.e. installed on more computers than licenses were purchased for, or shareware used beyond the evaluation period without registration. Library employees responsible for installing or knowingly using pirated software may be subject to disciplinary action.

3.1.8 The LTS staff reserves the right to remove any unauthorized software if it is believed to be the cause of a computer malfunction or is in violation of the Acceptable Use Policy. If the employee reinstalls any offending software, the employee may be subject to disciplinary actions. LTS will maintain a list on its web page of software that is known to cause problems.

3.1.9 Employees may use the equipment they are provided to perform their job duties for personal use, as long as it is confined to their personal time, i.e. breaks, or non-work time. Supervisors may establish departmental guidelines governing personal use of equipment. Individuals who use library resources for personal reasons should be mindful of the amount of supplies they consume (including paper, toner, etc.) since these constitute a real cost to the libraries. The Acceptable Use Policy will continue to apply at all times, including one's personal time. Student employees are not authorized to use library equipment for personal use unless authorized by their supervisor.

3.1.10 It is the employee's responsibility to backup their local files to the server, zip disk, or CD. LTS staff will provide instructions on the proper and best methods of backing up files.

3.1.11 IT support in the branch libraries will be coordinated with the IT support group for the unit where the branch resides. Branch IT variances will be respected as essential to the successful relationship of the branch library to the unit it supports. Unique activities will be reported to LTS by either the division head or the unit's staff person who has the information. Major changes, such as an operating system or server change, will be reported to LTS. Security needs of the local system will be taken into account when providing access to information resources and services.

4.2 Acquisition of Hardware and Software

4.2.1 No computer hardware or software will be purchased by the Libraries without approval from LTS. All requests for computer hardware and/or software should be made in writing via the Equipment/Computer Technology Request Form with the appropriate signature from the Division Head, and submitted to LTS for timely review and endorsement, then to the Associate Director of Technical Services and/or Director of Libraries for final approval. If LTS cannot endorse the request as written, a review can be scheduled with the requestor, appropriate LTS employees and the requestor's supervisor and/or Division Head.

4.2.2 Requests for hardware and software purchases, installations, and configuration changes or modifications must be made in a timely manner to allow for adequate planning and scheduling by the LTS staff.

4.2.3 All software licenses received by the Library should be forwarded to the LTS department, and will be filed with other licenses the Library already owns.

4.3 Termination of Employment

4.3.1 In the event an employee is terminated, it is the responsibility of the former employee's immediate supervisor to ensure that all documents relevant to that employee's position are retained for future use. It is the responsibility of the former employee to remove all personal files that they wish to preserve from the computer assigned to them, as well as their allotted space on the library servers. There should be no expectation of personal privacy on University owned equipment. The LTS staff will, as time permits, come and remove all personal email, software and documents from the former employee's computer and prepare it for use by another employee.