

**INF4**  
**ELECTRONIC COMMUNICATIONS**

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Telephones, fax machines, voice mail CVL provided cell phones, and computers, including electronic mail systems (email) and Internet/Intranet access are provided for library business use. The library owns the computers, software, phones, CVL provided cell phones and fax machines making up the voice mail, fax mail, email and Internet/Intranet systems and permits employees to use them in performance of their duties.

Email, fax machines, the Internet/Intranet system, CVL provided cell phones, and the telephone system are intended for business purposes, but if used within reasonable limits, they may be used for informal and personal purposes. However, communication through these devices is subject to monitoring by the library and the use of discriminatory, hostile, suggestive, or otherwise inappropriate language is strictly prohibited.

The library owns all information and material created, sent, received, accessed, or stored on its electronic resources. Employees should not assume any material received or stored on the library's electronic resources are private and confidential.

The library retains the right to respond to proper requests resulting from legal proceedings that call for electronically stored evidence. Therefore, the library may inspect and review any and all information recorded in those systems. The library has the right to monitor, retrieve, read and disclose all information and materials—whether business related or personal—that is created, sent, received, accessed, or stored on its resources, for any legitimate library business purpose.

Violation of this policy will be considered grounds for disciplinary action, up to and including discharge.

**Reviewed and approved by the Chattahoochee Valley Libraries Board on October 15, 2009**  
**Last date reviewed: August 21, 2014**

**Updated, reviewed and approved by the Chattahoochee Valley Libraries Regional Board on October 19, 2023**