
Board Policy



Employee Use of Library Equipment

Equipment, furniture, fixtures, vehicles and computers owned by the Pierce County Library System are provided for on the job use. All information and materials transmitted by, received by, or stored in these items are library property. Staff should have no expectation of privacy in connection with the use of these items. Pierce County Library System reserves the right to review, copy, and/or delete any files, documents or items found in its computers, files, desks, mail boxes, and other storage facilities and to monitor employee use of such equipment.

All software installed on Pierce County Library System computers must be purchased and licensed by the library system and installed by a member of the Information Technology Department staff or persons authorized to install software. Use of E-mail and the Internet is for authorized, business purposes of Library employees who are responsible for appropriate use of these resources.

Use of library vehicles, audio-visual and maintenance equipment is limited to employees authorized to do so by job description or specifically trained by and insured for such activity by the library system. Such items are for library-related use only and may not be loaned or used for other purposes or personal use.

As a publicly funded organization, Pierce County Library System expects that staff will apply good judgment when making decisions as to the appropriate use of equipment to maintain ethical, legal and fiscally responsible stewardship of public resources.

Board Policy 4.12

Adopted by the Board of Trustees of the Pierce County Library System, September 18, 1997.

Revised June 11, 2002