

Loan of Computer Devices to Employees

Niagara Falls Public Library, NY

The purpose of this policy is to define the Niagara Falls Public Library's policy on the use of computer devices such as, though not exclusively, computers/laptops, mobile tablets etc. offsite by employees of Niagara Falls Public Library.

POLICY

The NFPL has a limited supply of computers/laptops that can be used by employees' offsite. Computers/Laptops are available for loan to an assigned employee based on the Director's permission and supply of laptops. These units are not intended to replace primary work site computers.

Such devices could be available to employees that:

- ┌ Need to perform work off-site in that they are unable to perform at their primary work site.
- ┌ Need to make presentations at meetings or conferences requiring visual digital demonstrations.

Employees are allowed to have only one such computer/laptop/ device on loan at a time.

Employees must read and sign a copy of this policy statement prior to receiving a computer/laptop, which will be kept on file in the Library's Admin office. A copy of this policy statement will be provided to each borrower for his or her reference. The employee is expected to return the device when no longer needed to complete assigned job duties. In addition, the employee is expected to return the device and all accessories (i.e. charging cord, protective case etc.) upon their last day of employment.

PROCEDURE

A company computer/laptop is made available to qualifying employees with the approval from his/her Library Director. By completing and signing a Computer/Laptop Loan Agreement Form available from the Library Administration a computer/laptop can be made available for user by the employee.

The Library prohibits any users from installing any additional software or hardware to the computer units. If any additional software is needed, installation must be coordinated with the Library's Computer services. Any additional software installed must not disable or alter the functionality of the pre-included software or hardware and must be virus-free. Unauthorized copying of software is a violation of Library's acceptable computer use policy. It is also illegal as software is protected by copyright law. Unauthorized duplication is a Federal crime.

Security: Users are responsible for damage to and/or loss or theft of loaned computer/laptop. In order to avoid loss or theft, please follow these guidelines:

Airports: Never leave the laptop unattended. Do not check the laptop baggage. Exercise diligence in watching the laptop as it is passed through any x-ray devices.

Cars: Keep the car locked and the laptop out of view. Ensure that the laptop is securely stored so that it does not slide while driving. Avoid storage of the laptop in a car during very hot or very cold weather.

If the computer is stolen, a written claim must be filed within 24 hours to the NF Library and notice given to the appropriate police authorities. If a computer is damaged, or stolen, the employee is financially responsible for that computer. Users are responsible for performing their own data backups. The Library is not responsible for any files left on any computer or for loss of, or damage to, a user's files during the loan period. The MIS Department is also not responsible for any computer viruses transferred to, or from, a user's thumb drive while using the computer.

By signing this policy (employee name
print)_____ agrees to the above listed computer device
loan policy for employees.

Employee signature / date

Approved by NFPL Board of Trustees, January 23, 2023