Laptop Computer Use Policy
Deering Public Library

Approved 10-5-2020

Policy

Purpose and scope

The library owns one laptop computer that is used for a variety of tasks. This is not a public computer.

Authorized use

All Library trustees are authorized to use the computer. Use should be limited to Town Hall unless the computer has been signed out (see procedures).

Any library trustee may grant permission for use of the computer at other times depending on the circumstances – i.e. for a town employee, board member of qualified volunteer.

Trustee responsibilities

The trustees will vote as a body before new software is purchased for the computer.

The trustees are responsible to keep the computer hardware and software secure (see procedures). One trustee should be designated as responsible to ensure maintenance and security software is kept up-to-date.

Computer should be used for library/town business only and should not be used for personal email communication, web research, etc.

Intellectual property laws must be respected at all times. Unauthorized downloading, copying or pirating software that has copyright protection is strictly forbidden.

Destroying, deleting, erasing or concealing library files or other library data (except when authorized) is prohibited.

Procedure

Storage and Use

The computer and peripherals will be stored in the bottom drawer of the Deering Public Library file cabinet in the Town Hall conference room. This drawer is unlocked.

Only library trustees have permission to use the computer; they may authorize access to appropriate users on an 'as-needed' basis. The trustee should advise fellow trustees by email if this permission has been granted, including the name of the user and the expected time-period of use.

The computer use should be limited to Town Hall whenever possible. If it is to be used off-site (either by a trustee or other authorized user):

1. A sign-out sheet should be completed and left in the computer storage file drawer.
2. Trustees should be notified via email- both when the computer leaves and again when it is returned to Town Hall.

Maintenance and Security

One trustee shall be designated to be responsible to monitor maintenance and security for the computer. Responsibilities include (but are not limited to) the following tasks:

- Monitoring and maintaining the computer sign-out sheet.
- Keeping anti-virus software up to date.
- Maintaining a schedule of warranties, updates, maintenance contracts.
- Maintaining a file in the library cabinet with relevant paperwork, manuals, etc.

The trustee is further authorized to purchase renewal software or service as needed to keep the computer updated and virus-free.