



Technology Use Policy

The Rogue Valley Genealogical Society (RVGS) provides technology for use by RVGS members, volunteers, and day-use visitors to the Rogue Valley Genealogical Society Library. This policy outlines the guidelines for proper use of computers, the wireless network (network), Internet, and all other equipment at RVGS. The aim of this policy is to provide guidance for the proper use of RVGS technology and to avoid jeopardizing the reputation and security of the RVGS.

Equipment Use:

1. Computer equipment, network, and Internet access at RVGS are available to RVGS members, volunteers, and day-use visitors during library hours for the express purpose of genealogical and historical research and related activities. RVGS computers and network may not be used for unauthorized, illegal, or unethical activities.
2. Per the Standing Rules, computers, other equipment, and the network may be utilized by volunteers during closed hours for RVGS related activities.
3. Currently, there is no time limit on the use of computer equipment; however, if others are waiting, a half-hour limit may be imposed by librarians.
4. Society members and visitors may download genealogical information from the Internet to their own storage devices. Users may not download or save anything from the Internet or their own storage devices to the hard drive of any library computer.
5. Files created by RVGS may not be copied to users' storage devices.
6. There is to be no food or drink near computers.
7. Children under the age of 18 are not allowed to use the computers unless for genealogical research under the direct supervision of an adult.
8. Users may print or make copies of genealogical information for personal use for a fee.
9. Although RVGS volunteer librarians will attempt to assist computer users whenever possible, assistance is limited to the skill level of the volunteer available.
10. The unauthorized downloading and/or installation of software on library computers is prohibited except by the RVGS technology team.
11. The use of all projection/audio visual equipment, audio/other attachments, computers; and wireless microphones will be limited to use for RVGS-sponsored programs and events only.

Volunteers

1. RVGS volunteers may be provided a log in to the RVGS network to conduct RVGS tasks. Network login credentials are not to be shared or given to non-volunteers without proper authorization.
2. Network data is not to be moved, erased, or otherwise disturbed without express permission from the Director of Technology & Data Management or other Technology Team member.

3. All volunteers are expected to follow the policies outlined above. Failure to do so may result in the loss of volunteer privileges.

Email

1. All RVGS email accounts are managed by the Director of Technology & Data Management.
2. Volunteers needing an email address to conduct Society or Library business are to consult with the Director.
3. Under no circumstances should a volunteer create their own email address representing RVGS.
4. Emails sent via the RVGS email system should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language and/or images.
5. Caution should be used by all volunteers when utilizing Society email and representing the Society or Library.
6. All email representing RVGS using an RVGS address is always subject to monitoring. There should be no expectation of privacy.

Privacy

1. RVGS maintains member contact information in a private, internal document as well as securely on Constant Contact. Email addresses are also utilized for member account login on our website, www.rvgslibrary.org, with access restricted to administrators. These email lists are never to be sold or shared. Users may request to have their email address removed from Constant Contact and/or the website, terminating their eNews and website access.
2. For more details on the website privacy policy, see <https://rvgslibrary.org/disclaimer.asp>.

Misuse or inappropriate use of computers, network, or Internet; misrepresentation of RVGS; or failure to comply with any part of this policy may result in the loss of computer and/or library privileges, or loss of membership. Any user who becomes aware of violations of this policy shall report these violations to the Library Director, or a volunteer librarian if the Director is not available.

These procedures will be posted in the public access computer area, on the society website, and will be revised as needed by the RVGS Board of Directors.

See also: Social Media Policy, Volunteer Project Policy

Adopted: 13 Oct 2014

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