



## Rogue Valley Genealogical Society & Jackson County Genealogy Library

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### **Computer Technology Use and Internet Access Policy**

The Rogue Valley Genealogical Society (RVGS) and Jackson County Genealogy Library (JCGL) provides public access computers technology for use by RVGS members, volunteers, and day-use visitors to the Jackson County Genealogy Library (JCGL). This policy outlines the guidelines for proper use of computers, the wireless network (network), Internet, and all other equipment at the JCGL. 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 and JCGL. The computers, installed software, data files, and other computer related equipment, including the wireless network, are made available only for genealogical research and related activities.

The following policies and procedures apply **Equipment Use:**

1. Computer related equipment, and the wireless network, and Internet access at the Jackson County Genealogy Library/JCGL 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. Computers and the network may be "down" occasionally for routine maintenance or issues beyond our control.
- 1.2. Per the Standing Rules, computers, other equipment, and the network may be utilized by volunteers during closed hours for RVGS/JCGL related activities.
2. Currently, there is no time limit on the use of computer equipment; however, if others are waiting, however, a one-half hour limit may be imposed by librarians.
3. Adults who visit the Jackson County Genealogy Library with children have the responsibility of supervising the children. An adult must be at the computer with any child under 15 years of age using a computer.
- 4.3. Computer equipment and the wireless network at JCGL may be used for genealogical and historical research. Computers and the wireless network may not be used for unauthorized, illegal, or unethical purposes. Misuse or inappropriate use of our computers or failure to follow RVGS guidelines/procedures will result in a loss of computer privileges.
- 5.4. 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.
- 6.5. Data files created by RVGS may not be copied to users' storage devices.
- 7.6. There is to be no food or drink near computers.
- 8.7. Users may print or make copies of genealogical information for personal use for a fee.
- 9.8. Although JCGL volunteer librarians will attempt to assist computer users whenever possible, Computer assistance is limited to the skill level of the volunteer available.
9. 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. The unauthorized downloading and/or installation of software on library computers is prohibited except by the RVGS/JCGL technology team.

**Commented [RM1]:** I struggle with this in general. Should children be using the computers at all?? It is certainly within the realm of possibility that someone would bring children with them to the library. The first part is more of a library issue, not a computer issue.

**Commented [RM2]:** Moved to other sections.

**Commented [RM3]:** Moved

10. 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.

**Commented [A4]:** What about "like" groups who use our meeting rooms, including the DAR?

### Volunteers

1. RVGS volunteers may be provided a log in to the JCGL network to conduct RVGS/JCGL tasks. Network log-in 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/JCGL 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 or JCGL.
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 or JCGL 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. Your email address is also utilized for member account login on our website, [www.rvgslibrary.org](http://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>.

**Commented [A5]:** In actuality, all Board members have access, not just "administrators." In fact, I believe all librarians also have access. (It is part of the membership roster list currently kept in printed form at the Reception Desk.)

Misuse or inappropriate use of computers, network, or Internet; misrepresentation of the RVGS or JCGL; 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

Rev: May 2016

Rev: 10 Jun 2019

Rev: Mar 2021