

## **Northville District Library**

### **Policy on the Acquisition of Technology Resources**

The Northville District Library provides its employees with various technology resources and services in order that they may be able to perform their job functions in an efficient manner. Such technology resources can include computer hardware, software, databases, web applications, ILS systems and other products.

If a Northville District Library employee wishes to utilize a technology resource outside of what is currently provided to them to perform their jobs, they are required to submit their requests to the Department of Information Technology and the Library Director for approval. It is the role of the Information Technology Department to ensure that any technology resource acquired and used by a Northville District Library employees does not impact the security or otherwise threaten the integrity of the Library's computer network systems. Additionally, the Department of Information Technology working with Library Administration, is responsible for verifying the terms of applicability of computer software licensing agreements or copyright laws.

Northville District Library employees are prohibited from purchasing and or installing technology resources on the Library's computer network without the express approval of the Department of Information Technology. Likewise, Northville District Library employees are prohibited from inputting Northville District Library data of any kind into software they have acquired, purchased using their own funds and is installed on their own personal computer networks, personal cloud account or with third-party vendor systems.

Violations of this policy will be considered grounds for disciplinary action, up to and including discharge.

Approved by the Board of Trustees on May 25, 2023