Library Code of Computing Ethics

Faculty, staff, graduate assistants, hourly and work-study employees, interns, and volunteers of the University of Arkansas Libraries are routinely granted access to computing equipment, software, electronic mail, the Internet, and to the library's online catalog. Employees are generally limited to functions associated with their assigned duties, and in some cases, access is regulated by logins and passwords. Computing access carries with it certain responsibilities, and each employee must agree to the following code, which is intended to supplement, rather than to replace, the campus-wide *Code of Computing Practices* (see http://its.uark.edu/code.html).

1. No employee shall reveal patron or employee information contained in computer (or manual) records to another employee or to any person outside the library unless directed to do so by a supervisor. (For example, some employees may be authorized to release financial information to the Treasurer's Office.) Arkansas law mandates confidentiality of patron records.

2. No employee shall take action which compromises the integrity and security of any database used in the library. Unacceptable actions include, but are not limited to:
   a. Creating data or other database records (bibliographic, item, check-in, order, patron, circulation, authority, reserve, UA Connect, etc.) not in accordance with departmental policies.
   b. Performing unauthorized editing/deleting of record data.
   c. Deliberately deleting records for materials held as part of the University Libraries' collections.
   d. Revealing departmental logins/passwords to employees outside the department or to persons outside the library.
   e. Revealing individual logins/passwords to other employees or to other individuals outside the library.
   f. Using staff logins/passwords for non-work-related purposes. Off-duty staff are regarded as library patrons and should use the public access.
   g. Falsely checking out library materials to patrons.
   h. Waiving fines or performing overrides not in accordance with departmental or branch polices.

3. No employee shall use library computers to play games. The use of library computers for non-work-related activities is prohibited unless approved by a supervisor.

4. No employee shall install or delete software programs on staff equipment without authorization from a supervisor and the Library IT Department.

5. No employee shall make unauthorized copies of software programs installed on library equipment for use on machines outside the library.

6. No employee shall intentionally "infect" library computers with virus programs, and care should be taken when downloading Internet documents to prevent infection.

Violations of the above code may result in termination. Supervisors are responsible for notifying the Library Human Resources Office when an employee transfers to another department or leaves library employment. In the cases of transfers, existing computer access must be re-evaluated by the new supervisor. The Library Human Resources Office will notify Library IT of all personnel changes.

I have read the above policy, and in accepting access to library computing equipment, I agree to abide by the code governing its use.

Employee's Printed Name _____

Employee's Signature _____ Date _____

7/20/2016