

Internet Use during Work Time

Peabody Institute Library of Danvers

Accessing the internet during work time for personal reasons is not allowed at the Library.

The internet is available to assist patrons with questions and to provide assistance with your assigned work.

Accessing stock information, playing card games, looking for travel information, and e-mailing family and friends, etc. is NOT to be done during work time.

These activities may take place on your own time prior to work or after work or during a break or during your lunch.

In regard to email the following is the policy of the Town of Danvers:

“The Town reserves the right to retrieve and read any electronic communication messages or other data stored on Town-owned equipment for any purpose without prior notice or limitation including systems maintenance and compliance monitoring. Employees should not assume that voice mail, fax mail, e-mail messages, Internet postings, or accessing Internet Web sites are personal or confidential. In fact, the opposite is true. Electronic communications may be discoverable even though the messages have been deleted. Subject to certain exceptions in the law, electronic communications may also be considered public records.”