



## **Electronic Monitoring Policy**

Adopted 09/27/2022

Readopted 10/24/2023

As a safety measure, and in accordance with the requirements of Connecticut state law, Library employees should recognize that their work activities and communications may be subject to electronic monitoring. Electronic equipment that may be monitored includes, but is not limited to, Library telephones, computer files, and work emails. Employees should not have any expectation of privacy while using the Library's computer network and electronic equipment. Each member of our staff will not be subject to any such monitoring or recording in areas designated for the personal comfort of our employees or for safeguarding of their possessions, such as restrooms or break rooms.

The Library may conduct other types of electronic monitoring not identified above, and without advance notice, where:

- It is necessary for security purposes in public areas; or
- We reasonably believe that an employee or employees are violating the law or Library policy.

If you have any questions about the Library's electronic monitoring policy, please discuss them with the Assistant Director or Executive Director.