

DOL/VALS ACCESS AGREEMENT FOR VALS LIBRARIES

VALS access and online interlibrary loan are cooperative services of the Department of Libraries. In order for the resource sharing network to remain vital all participating libraries must do their share.

VALS access assumes a high level of cooperation. Therefore, continued use of VALS is based on the requirement that a library's ***VALS E-MAIL ACCOUNT*** will be accessed ***AT LEAST TWICE PER WEEK***.

Please review the guidelines on the reverse of this sheet, indicate your understanding of the requirements for VALS participation (checkboxes below), sign below (keep a copy, including reverse side, for your records) and return to:

VT Dept. of Libraries – VALS
Att: Sheila Kearns
109 State Street
Montpelier, VT 05609

- I understand that my library must access its ***VALS E-MAIL ACCOUNT AT LEAST TWICE PER WEEK***
- I understand that the library is responsible for maintaining up-to-date anti-virus protection on any and all computers used the access this VALS account.
- I also understand that the library's VALS account is for the exclusive use of library staff for conducting library business and agree to the Guidelines for General Use of DOLSYS/VALS (See reverse)
- I hereby assume responsibility for all library business transacted with my library's VALS account. I also understand that the library is responsible for all materials borrowed via its VALS account.

By: _____ Date: _____
Signature

Name: _____ VUC Symbol: _____

Title: _____

Library: _____
(please print)

(See reverse for Guidelines for General Use of DOLSYS/VALS)

(All libraries planning to use VALS should return this form)

GUIDELINES FOR GENERAL USE OF DOLSYS/VALS

PURPOSE AND POLICY STATEMENT:

DOLSYS/VALS Internet services and e-mail capabilities are a resource to facilitate the work of the Department of Libraries and Vermont's local libraries.

This policy will be interpreted to allow a limited degree of personal use of DOLSYS/VALS internet services and e-mail capabilities where personal use meets all of the following tests. No such use will be allowed where any of the following is not met.

The State of Vermont purchases Internet services for use by State agencies to meet the operational and programmatic needs of their units. This policy provides guidelines for acceptable access and use and prohibits any Internet use that violates Federal or State laws or regulations.

As defined by this policy, systems and information are State property. All systems and information therein are, and shall remain, the property of the Department of Libraries, subject to its sole control. The Department of Libraries owns all legal rights to control, transfer, or use all or any part or product of its systems. All uses must comply with this policy. Nothing in this policy shall be construed to alter the Department of Libraries' rights or obligations under the Vermont public records law (1 V.S.A. § 315, et seq.).

The Department of Libraries has full control and access as defined below:

Control. The appointing authority of the Department of Libraries reserves and intends to exercise all rights relating to information used in its systems. The Department of Libraries may trace, review, audit, access, intercept, block, restrict, screen, delete, recover, restore, publish or disclose any information at any time without notice.

Access. Passwords, scramblers or various encryption methods may not be used without Department approval, access and control. No user may attempt to access, copy, forward, delete, or alter the messages of any other user without Department authorization. The Department of Libraries system (DOLSYS/VALS) may not be used to attempt unauthorized access to any information system.

DEFINITIONS:

"Agency" means the Department of Libraries.

"Agency systems" or "systems" means all Department of Libraries software, electronic information devices, interconnections, intranet and technical information related to them. Systems include other systems accessed by or through those devices, such as the Internet, e-mail, or telephone services. Systems include designs, specifications, passwords, access codes and encryption codes.

"Electronic communications" means electronic mail and Internet service access.

"Information" means information of any kind, used in any way, in the Department of Libraries system(s) (DOLSYS/VALS). Examples include messages, communications, e-mails, files, records, recordings, transmissions, signals, programs, macros, and data.

"Local library" means any Vermont library of any type that is authorized to use the Department of Libraries system(s) (DOLSYS/VALS).

GUIDELINES FOR USE OF ELECTRONIC COMMUNICATIONS AND INTERNET VIA DOLSYS/VALS:

1. Local library staff with access to DOLSYS/VALS or the Internet via DOLSYS/VALS has the responsibility not to disclose their access codes or passwords.
2. No local library staff member shall send e-mail that is, or appears to be, sent from another's e-mail or that attempts to mask identity.
3. Local library staff must conform to reasonable professional standards for use of Internet services and e-mail as detailed in this guideline. This includes a prohibition against any activity that impairs operation of any state computer resource. Such activities include, but are not limited to, sending junk mail or chain letters, injecting computer viruses or mass mailings via e-mail.
4. The Department of Libraries is not responsible for any impairment or damage to local library systems that may be caused by the spread of a virus or other malicious computer code through e-mail systems that DOL operates. Local libraries are responsible for employing technology measures to protect the security of their own systems.
5. Local library staff must respect intellectual property rights at all times when obtaining information over the Internet. Copyrighted or licensed information shall be used only with full legal right to do so.
6. Use of the Internet via DOLSYS/VALS and of VALS e-mail services is for Department of Libraries and local library business. The only exception is for personal use that fully complies with the limited personal use described by this policy. Any use that is not for Department of Libraries and local library business or authorized limited personal use consistent with this policy may result in revocation of Internet access, other appropriate corrective action.
7. Use of DOLSYS/VALS for offensive or disruptive purposes is prohibited. Inappropriate reference to race, color, age, gender, sexual orientation, religions, national origin or disability is prohibited.
8. The Department of Libraries has the right to monitor its systems and Internet activities of its employees and local library staff users. Monitoring may occur, but is not limited to, occasions when there is a reason to suspect that an employee or local library staff user is involved in activities that are prohibited by law, violate State policy or regulations, or jeopardize the integrity and/or performance of the computer systems of State government. Monitoring may also occur in the normal course of network administration and trouble-shooting, or on a random basis.

The Department of Libraries will ensure that systems administrators and technicians involved in monitoring, or who otherwise have access to systems and records that contain information that is subject to any statutory, regulatory, or common law privilege or obligation to limit access, are appropriately trained on the requirement to respect such privilege or confidentiality and directed to do so.

9. Prohibited activities also include, but are not limited to the following: lobbying public officials or asking others to lobby in their behalf.

10. Using or allowing others to use DOLSYS/VALS Internet services or e-mail accounts to conduct transactions or advertising for a personal profit-making business is strictly forbidden.