



NOBLE G Suite Account Policy

NOBLE provides Google G Suite services to facilitate communication and collaboration among staff employed by NOBLE Member Libraries. This policy applies to the noblenet.org G Suite service.

The term "G Suite data" refers to any email, docs, calendars, and other data, created or stored with the G Suite account.

Purpose:

NOBLE provides G Suite accounts to facilitate work-related communication and collaboration. Accounts are not to be used for personal business. Use of NOBLE accounts follows the same professional standards as use of the library telephone and letterhead. Communication coming from NOBLE accounts reflects on our libraries and NOBLE itself. Further, as needed, individual opinions should be separated from those representing the library itself.

Procedure for Requesting Accounts:

The library director or designated staff member may request a NOBLE G Suite account for any paid library employee via email. The library director may request "Special Use" email addresses to be used for managing a particular library service (Patron Outreach, Marketing, etc.) or staff activity (vendor relations, billing, etc.)

Each Director will designate one staff member to serve as the G Suite trainer for the library. When a new account is established, notice is sent to the requestor and trainer with the username and password. Each library is expected to provide basic instruction to the new user. Passwords should not be exchanged with others.

Administrative Responsibilities:

The library director is responsible for notifying NOBLE when a G Suite account holder is no longer employed by the library. Upon notification, the account will be removed. NOBLE will not extend access nor provide or continue accounts for former employees.

Deleting accounts includes deleting email and all files in Google applications, including Sheets, Docs, Drive, etc. The library can decide who will inherit the assets and archive the email before deletion, if desired.

Staff leaving a NOBLE library and moving to a job at another NOBLE member library may not continue using their previously assigned G Suite Account. The new library director may approve a new account which will have a new username, which NOBLE will associate with the new library.

If a staff member is employed at an additional NOBLE library, the additional library has the option of requesting a new account for that staff member.

NOBLE will suspend G Suite accounts upon request of the director or designee.

The library director may request access to any of their employees' G Suite data via email. The password will be changed by NOBLE and given to the library director.

Account holder name changes or other significant changes must be approved by the library director.

Access to any NOBLE G Suite account can be denied or disabled at the discretion of the Executive Director for cause. In the event that such action is taken, the library director will be immediately notified. The NOBLE President will be notified if such action involves a library director.

Individual email accounts will be established for all NOBLE staff and will be subject to all provisions of this policy.

User Responsibility & Privacy:

Each user is responsible for maintaining the confidentiality of his or her password. Use of G Suite accounts for illegal purposes, or the inclusion of obscene, abusive, profane, embarrassing, discriminatory, threatening or harassing materials in email is strictly prohibited. Such use will result in immediate termination of the account and referral to the library's administration. The email system must not be used for commercial ventures, religious or political causes, outside organizations, or other non-work-related solicitations.

G Suite accounts provided by NOBLE are not repositories for archival purposes. The Secretary of State's Office of the Commonwealth has determined that e-mail qualifies as "public records", as defined in Chapter 4, section 7(26) of the Massachusetts General Laws. Library staff are responsible for following local data retention and archival policies; NOBLE can assist with methods to accomplish this task.

There is no assumption of personal privacy for the G Suite account. Email does not guarantee the privacy and confidentiality of information. Sensitive material transferred via email may be at risk of detection by a third party. Users must exercise caution and care when transferring such material in any form.

Accounts that are not activated for a period of three months after creation date shall be deleted. Accounts that are inactive for three months will be deleted.

Using the NOBLE G Suite constitutes acceptance of this policy.

Approved at the Meeting of the Members, November 15, 2018