

PURPOSE: To establish policies for the Google accounts created by Library Connection under its Google Workspace for Nonprofits account.

SCOPE: Library Connection, Inc. (hereinafter "LCI") provides Google accounts, which include Gmail, for its employees and to the staff of its member libraries to support them in the discharge of their assigned duties.

APPLICABILITY: This policy applies to all LCI employees and the member libraries and their employees who are assigned Google accounts created by LCI.

1. General retention policy

Library Connection creates Google accounts for its employees and its member libraries and their employees. All accounts created are assigned the email domain name of @libraryconnection.info. Accounts can also be given domain aliases specific to a particular library, however this requires additional configuration. Accounts will remain active until they are deactivated or deleted following the guidelines set forth in the sections below, or until they are deleted by Google according to its policies.

2. LCI member libraries and their employees

Google accounts created for LCI member library employees, and all content associated with them, including, but not limited to, all emails and attachments are the property of the member library. Accounts created by LCI for member libraries and their employees remain active until LCI is notified by the member library that an account is no longer needed, or if accounts become subject to Google's account retention policies. LCI does not copy, store, or archive any content in Google accounts, including email messages received or sent by holders of Gmail accounts created by LCI. While accounts are active, account content and Gmail messages will be retained by Google in accordance with Google's policies. If libraries have specific email and/or document retention policies, it is their responsibility to put processes in place to ensure the storage of their data.

Libraries are obligated to notify LCI when an individual leaves employment with the organization. At that time, the library must inform LCI whether they want the account to be deleted, deactivated, or if they wish to keep the account and change the password. LCI will share the password with the individual who initiated the change, as well as the library's director if they did not initiate the change. When accounts are deleted, all emails and attachments associated with them are lost. Libraries should transfer or download all emails and attachments associated with the account according to the library's storage processes and policies.

Sometimes an individual works at more than one member library that LCI creates email accounts for. Due to this situation, all libraries using LCI to create Gmail accounts are required to use a naming convention that includes the library's initials for all accounts created for their library and employees. Accounts created prior to the inclusion of libraries' initials in the email address may belong to an individual who is employed at more than one LCI library and uses the account for multiple employers. LCI recommends that the libraries involved request new accounts be created immediately, have data in the current account stored according to their policies, and then deactivate or delete the account. Department Heads or Library Directors from each library associated with the account must approve the account deactivation or deletion to ensure no data is deleted without the owning libraries' consent.

LCI will, on an annual basis, ask each library to submit a list of current employees who should have an email account, as well as a list of individuals who have left employment within the past year. LCI will use this information to maintain a current list of Google accounts.

3. LCI employees

Google accounts created for LCI employees, and all content associated with them, including, but not limited to, all emails and attachments are the property of LCI. LCI owned accounts should not be used for non-business purposes. When individuals cease their employment with LCI, they will lose access to their accounts and all data associated with them.