Use this form/agreement to request access to Symphony from a home location. This form will be used to assess the appropriateness of teleworking for particular library staff. All requests must be approved by the employee’s Director and then submitted to [jstewart@library.ohio.gov](mailto:jstewart@library.ohio.gov). This agreement allows you to access SymphonyWeb.

To access SymphonyWeb, you will be provided with the URL and login information in your requesting ticket.

Employee Name: **Click here to enter text.**

Job Title: **Click here to enter text.**

Director: **Click here to enter text.**

Library: **Click here to enter text.**

# Proposed Teleworking Schedule

**Off Site**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Mon | Tue | Wed | Thu | Fri | Sat | Sun |

Work Hours: **Click here to enter text.**

# Job Function

Describe job function.

Click here to enter text.

**Describe (in detail) the tasks to be done from home.**

Click here to enter text.

# Describe your off-site computer/workstation.

**Was this computer/workstation provided by your library?** Click here to enter text.

**Operating System:** Click here to enter text.

**Antivirus:** Click here to enter text.

# Acknowledgment

By entering my name below and submitting this agreement to my Director for approval, I acknowledge:

* I will properly utilize and access the Symphony system for library use only.
* Workstation is current with antivirus and system patches and has a supported operating system (Windows 10).
* My Director/Supervisor will evaluate or review the outcome of my work and the results will be used to determine whether the teleworking arrangement is effective.
* The teleworking arrangement may be revised or discontinued at any time by SEO.
* Any individual with authorized access to the SEO library consortium information system must not divulge patron information to any non-library personnel.
* Login credentials, i.e. passwords will not be shared and if you believe these credentials are known by others or compromised, this is to be immediately reported to SEO.

Submitted by: Click here to enter text. Click here to enter a date.

# Approvals

## Director Action

Recommended for Approval Not Recommended for Approval

Director Name: Click here to enter text. Click here to enter a date.

## SEO Action

Approved Disapproved

If not recommended for approval, state reasons why: Click here to enter text.

IT Supervisor: Click here to enter text. Click here to enter a date.