

# SEO Library Consortium Email Policy

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## 1.0 Purpose

The purpose of this policy is to ensure that this [@seolibraries.org](mailto:@seolibraries.org) email service remains available and reliable. The policy is used for purposes appropriate to SEO Library Center's mission and purpose and to state the terms of this free service.

## 2.0 Scope

This policy applies to all members of the SEO Library Consortium who choose to utilize the free email service or anyone using the [@seolibraries.org](mailto:@seolibraries.org) email service.

## 3.0 Policy

SEO Library Center provides free of charge the [@seolibraries.org](mailto:@seolibraries.org) email service to SEO Consortium libraries, directors and staff and to other individuals who work within the SEO Library Consortium.

The [@seolibraries.org](mailto:@seolibraries.org) email service is a 3rd party service provided by "1&1 IONOS Inc." as such, SEO Library Center is bound by its contractual and license agreements respecting "1&1 IONOS Inc." and their terms of service.

- Interested parties can obtain an email account by submitting a ticket to the SEO IT department at <http://support.serveveryohioan.org> or by calling the SEO IT Department. (1-877-552-4262)

### Email account specifications:

- Each mailbox is issued 50GB of storage space
- Maximum attachment size is 75MB
- Mass-Mailing limit is no more than 100 recipients at one time and no more than 300 within five minutes
- Email services are provided only while a user is an employed by a participating SEO Consortium library member.

Users of this free email service are expected to comply with all federal, state and local laws.

This service may be terminated at any time by SEO Library Center or the Consortium member.

## 3.1 Password Policy

Passwords are an essential aspect of computer and email security. They are the front line of protection for email accounts. A poorly chosen weak password may result in a compromise of your account.

### Password Construction Requirements/Recommendations

- Passwords should be changed every 60 to 90 days
- Passwords should be a minimum length of 12 characters
- Passwords should contain numbers, special characters, and upper and lower-case letters
- Passwords should NOT contain a dictionary word or name.

## 3.2 Acceptable Use Policy

Email services are available for Libraries, Directors and Staff to conduct and communicate library business.

The [@seolibraries.org](mailto:@seolibraries.org) email service supports the administrative activities of the SEO Library Consortium members and serves as a means of official communication by and between Consortium member libraries and SEO Library Center.

### 3.3 Unacceptable Use Policy

Violation of SEO Library Center email policy may result in the termination of email privileges.

#### Examples of prohibited uses of email include:

- Intentional and unauthorized access to other people's email;
- Sending "spam", chain letters, or any other type of unauthorized widespread distribution of unsolicited mail;
- Use of email for partisan political or lobbying activities;
- Sending of messages that constitute violations of local, state or federal laws.
- Creation and use of a false or alias email address in order to impersonate another or send fraudulent communications;
- Use of email to transmit materials in a manner which violates copyright laws.

Any abuse of SEO's email service should be directed to the SEO IT Director: [abuse@seolibraries.org](mailto:abuse@seolibraries.org)

### 3.4 Account Suspension/Removal

As the owners and administrators of the seolibraries.org email accounts, it is our responsibility to ensure the security and integrity of the platform. In the event that an email account becomes compromised or poses a potential security risk, we reserve the right to exercise our discretion and remove such accounts to protect the privacy and well-being of our users. This action will be taken with utmost consideration and all parties associated with the account will be notified of the removal.

### 3.5 Liability for Services

*SEO WILL NOT BE RESPONSIBLE FOR LOST PROFITS, REVENUES, OR DATA, FINANCIAL LOSSES OR INDIRECT, SPECIAL, CONSEQUENTIAL, EXEMPLARY, OR PUNITIVE DAMAGES.*

*TO THE EXTENT PERMITTED BY LAW, THE TOTAL LIABILITY OF SEO, AND ITS SUPPLIERS AND DISTRIBUTORS, FOR ANY CLAIMS UNDER THESE TERMS, INCLUDING FOR ANY IMPLIED WARRANTIES, IS LIMITED TO THE AMOUNT YOU PAID US TO USE THE SERVICES (OR, IF WE CHOOSE, TO SUPPLYING YOU THE SERVICES AGAIN).*