



CYBERSECURITY POLICY

Wadsworth Library adheres to the policies set forth by the American Library Association regarding privacy guidelines and the intelligent use of technology.

General: The library strives to implement a secure technology infrastructure using appropriate vendors and products. As a member of the OWWL Library System, Wadsworth Library works through the system headquarters to develop and maintain this infrastructure.

It is the responsibility of all staff members to protect the technology and information assets of the library. These assets must be protected from unauthorized access, theft and destruction. The technology and information assets of the library include:

- Devices (including, but not limited to, CPUs, discs, servers, laptops, tablets, printers, etc)
- Computer software (including, but not limited to, operating systems, office productivity suites, web browsers, email clients, apps etc.)
- Files and data (including, but not limited to, Word documents, Excel spreadsheets, login credentials, digitally stored patron information, etc.)

The library reserves the right to examine or monitor any computers or devices under its control to ensure the security of the device.

Staff Computers: Staff computers are set up and maintained by Library Technology staff at the OWWL Library System. Most maintenance is done remotely by OWWL System staff. Each individual user has a unique username and password. Circulation desk computers also require a login. Staff computers are set to back up daily to a cloud storage service. Staff computers are connected to a secure hidden network for library staff only, which is monitored and maintained by the OWWL Library System. Users must enter a password to access the network.

Public Computers: Public use computers are set up and maintained by Library Technology staff at the OWWL Library System. All data and information entered by public users is erased each time a computer is restarted. Public computers are connected to a separate hidden network for public use devices, which is monitored and maintained by the OWWL Library System. A password is required to access this network.

Public Wireless Network: Wadsworth Library has an open public wireless network available to users who come to the library with their own devices. The network is separate from the staff network and the public computer network, and is maintained by the OWWL Library System.

Integrated Library System: As a member of the OWWL Library System, Wadsworth Library uses the open source Evergreen software for its Integrated Library System (ILS).



WadsworthLibrary

The ILS is operated and maintained by Library Technology staff at the OWWL Library System. It exists solely for the provision of library services to the public. Each library staff member has a unique username and password for access to Evergreen. Passwords must be protected and not shared with others. Access is managed by the OWWL Library System. If an employee leaves the library, his or her access to the ILS is removed.

Patron Data: Patron data is stored in the Evergreen ILS maintained by the OWWL Library System. Evergreen is used to process circulation transactions and maintain necessary patron information. Patron information and library records are confidential and must be handled in accordance with all applicable state and federal statutes and regulations, including the provisions of CPLR 4509 relating to the confidentiality of patron records. Library employees may use patron information only to the extent necessary to conduct library business, and such information should never be shared with other individuals.

Approved by Wadsworth Library Board of Trustees June 9, 2022;

Final approval July 14, 2022