Mendon Public Library

Security and Technology Disaster Recovery Plan Policy*

The Mendon Public Library recognizes the importance of technology to library operations and has developed a Technology Disaster Recovery Plan to ensure that in the unlikely event of an emergency or disaster, the Mendon Public Library will continue without loss of data and/or threat to security.

Data and Hardware Recovery Strategy

The Mendon Public Library does not keep any irrecoverable data on its individual computers or servers at the library physical site that would keep the library from operating. The library has two vital partnerships in technology disaster recovery:

The Mendon Public Library is a member of the Monroe County Library System. Through this membership agreement, all Integrated Library System (ILS), telecommunications infrastructure supporting circulation and patron database management, public catalogs, Internet, ePortal, email, reports, and other functions are fully supported, secured, and maintained through the MCLS Library Automation Services Department. LAS is located at 115 South Ave., Rochester, NY.

The Mendon Library partners with Skyport IT, 900 Jefferson Rd., Suite P9, Rochester, NY, 14623 for hardware, software, and network support. Skyport IT maintains an inventory of computer hardware and software. This inventory is updated each time there are upgrades or changes to the equipment. This inventory will be used to replace equipment and software should an emergency or disaster occur.

Information Breach

Any user discovering a breach of the computer system will report it to the Library Director or person in charge, who will establish an appropriate response strategy. If it is suspected that a criminal activity has taken place, law enforcement will be notified.

Security

As much as possible the staff computers will be placed in secure locations, away from access to the general public. No computer is for individual use. They are provided as a shared resource for staff. For those computers in the public areas, screensavers will be set to come on after five minutes of inactivity and will require a password to log back in.

To accommodate several job-sharing positions, group user accounts and passwords are allowable for certain tasks. Passwords for these accounts will be changed approximately three times a year or when an employee exits the organization. Current recommendations for password changes will be used, such as the use of passphrases, uppercase, lowercase, digits, and symbols.

*Other aspects and policies of security and usability of the technology equipment are contained in T*he Library Computer Policies* document and *Employee Handbook*.

Approved by the Mendon Public Library Board of Trustees May 7, 2018