



Library System Accounts Policy

For the purpose of security and data privacy, the membership agrees that member libraries will:

- Request individual logins for access to staff functions of the NOBLE library management system. Shared group logins will not be allowed. Only current employees of the library are eligible for access for use in required library duties.
- Require an employee confidentiality agreement using language approved by NOBLE to be signed before system access is provided to the employee, with a copy provided to NOBLE.
- Designate an administrator, if other than the director, to request access for each account, review and approve quarterly the list of active accounts for their library provided by NOBLE, and notify NOBLE when an employee leaves the library's employ, is furloughed, or whose duties no longer require system use in order to remove or deactivate the account.

Approved by Executive Board, February 10, 2021

Approved as amended by Members Meeting, March 18, 2021