



## **Telecommunications Policy**

Security and privacy of patron information and system passwords must be a cornerstone of our telecommunications system.

Information protected by state law, including patron information, and private system information, such as passwords, must not be sent over the Internet without encryption or other secure transmission methods in our member libraries.

Library local area networks (LANs) must be set up to segregate staff traffic from library user traffic via Virtual LANs or other security methodology to prevent data eavesdropping. All staff wireless access must have the maximum degree of security enabled.

Interconnections with other local area networks or wide area networks, including municipal and academic networks, must be configured to protect the security of the patron and staff information of the library. Additional network security enhancements may be required to preserve security in the interconnection and are the responsibility of the library.

Building infrastructure devices that do not interact with the ILS, such as lighting, HVAC, security cameras, phones, etc. should be connected to a separate network to ensure security, throughput, and access by third parties. When not possible, these devices may be connected to the network after consultation with NOBLE staff. Devices must be placed in a separate VLAN to ensure security and data privacy. Switch and firewall configuration changes to support the devices may incur a charge from NOBLE's telecommunications vendor and are the responsibility of the library.

While NOBLE will assist and consult as reasonable, construction, troubleshooting and maintenance of library LANs and related equipment beyond the NOBLE router (if applicable) is the responsibility of the library. Any equipment provided by NOBLE remains the property of NOBLE.

Use of the NOBLE-provided telecommunications system for illegal purposes or to transmit threatening, obscene or harassing materials is strictly prohibited. Using library computers and telecommunications system to copy and distribute copyright protected works may be an infringement of the copyright law (Title 17 U.S. Code). In a case where copyright violation is alleged the library agrees to investigate and remove any alleged infringing material as soon as possible.

*Approved by Meeting of the Members, 5/5/2011.*

*Revised at Meeting of the Members: 9/24/2015, 1/16/2025*