

**Southern Tier Library System  
Policy on Information Security**

The following resolution establishes policy for the Library System for strengthening security in library use of the integrated library system managed by STLS:

R E S O L U T I O N

Whereas, Identity theft “occurs when someone uses another individual’s personal information such as name, Social Security number, credit card number or other identifying information, without the individual’s permission, to commit fraud or other crimes”<sup>1</sup>, and

Whereas, “Identity theft is a serious crime. People whose identities have been stolen can spend months or years - and their hard-earned money - cleaning up the mess thieves have made of their good name and credit record. In the meantime, victims may lose job opportunities, be refused loans, education, housing or cars, or even get arrested for crimes they didn't commit”<sup>2</sup>, and

Whereas, The incidence of identity theft is increasing<sup>3</sup>, and

Whereas, Library System member libraries contribute library patron names, addresses, telephone numbers, social security numbers and other personal information to a shared regional database, and

Whereas, Other library records stored in the integrated library system, such as borrowing records, include confidential and private information, and

Whereas, The Library System must comply with New York State Laws on Library Records (Civil Practice Laws and Rules, Section 4509), which states that library records shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

Now therefore, be it resolved:

By July 1, 2004, the Southern Tier Library System will strengthen security of patron information and records in the shared integrated library system by restricting access to libraries with a secure telecommunications connection such as a data circuit, virtual private network, or other means.

Adopted by the Board of Trustees of the Southern Tier Library System at its meeting on December 16, 2003.

1. Federal Trade Commission website December 11, 2003 <http://www.consumer.gov/idtheft/>

2. Federal Trade Commission website December 11, 2003 <http://www.consumer.gov/idtheft/>

3. “The number of Identity Theft victims who reported discovering the misuse of their personal information between 1 and 2 years ago was almost double that for the period 2 – 3 years ago. Between these two periods, there was substantial growth in all forms of ID theft.” Federal Trade Commission Identity Theft Survey Report, September 2003 p. 19.