

SOUTHERN TIER LIBRARY SYSTEM
INFORMATION SECURITY POLICY

APPLIES TO: STLS Board of Trustees
STLS Member Libraries
Public Information

REFERENCES: www.ftc.gov. (Federal Trade Commission Website 2012);
Consolidated Laws of New York State: Civil Practice Laws and
Rules, Sec. 4509.

The Southern Tier Library System stores digital information collected by its member libraries which contains library patron names, addresses, telephone numbers, e-mail addresses, and other personal information in a regional shared database. It also stores other information such as borrowing records and other confidential and private information.

The System must comply with New York State Laws on Library Records which states that all library records shall be confidential and not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of [the] library, and shall be disclosed upon request of the user or pursuant to subpoena, court order or where otherwise required by statute.¹

The System is also obligated to protect this sensitive information by providing up-to-date and continually monitored deterrents to the rapidly increasing threat of identity theft. To this extent, the System has, and will continue to strengthen the security of patron information and records in the shared integrated databases by restricting access to libraries with secure telecommunications connections. This will be accomplished by either data circuitry or virtual private networks or other means, and by maintaining internal firewalls and other protections on its servers and equipment. STLS does not collect or store library user social security numbers.

Should there be any sort of breach in security of information held by STLS, that could result in harm to a person or business, the System will immediately notify local authorities and any other agencies or people that may be affected by the compromise².

Adopted by STLS Board of Trustees January 15, 2013

¹ Civil Practice Laws and Rules, Sec. 4509. Consolidated Laws of New York State. NY Code website, 2012

² Information Compromise and the Risk of Identity Theft. www.ftc.gov. 2012