

Library Security Checklist

1. Have a policy that addresses the collection of patron and user information.
 - a. Specify that the library is not collecting more than it needs, and it is not retaining personally identifiable information of users longer than necessary.
 - b. Include information about what data the library is tracking, why, and how long it is retained.
 - c. Delineate what information can be shared under what conditions.
 - d. Post the policy where the public can easily view it.
2. Destroy all paper records with user data.
3. Ensure all security certificates for HTTPS & SSL are valid and create a procedure for annual revalidation.
4. Designate a Library Privacy Officer who will handle requests for personally identifiable information from third parties.
5. Have a policy that addresses data breaches directly or indirectly (third party maintained) controlled by the library.
6. Encrypt all user data in network and applications.
7. Purge search history records regularly
 - a. Ideally when individual computer sessions end
 - b. From public OPAC stations
8. Purge circulation and interlibrary loan records when they are no longer needed for operations. User data needed for statistics should be anonymized and cleaned, and access only to certain staff.

■ BONUS ACTIONS ■

⇒ Publish information on how to protect personally identifiable information outside of the library.

⇒ Publish information on software and alternative browsers and plugins for protecting online privacy in and out of the library.

⇒ Publish information on VPN services and Tor, and how users can utilize these within the library network.

⇒ Penetration testing library networks bi-annually by a third party.



Next Issue:
Internet privacy tips



■ HELPFUL RESOURCES & REMINDERS ■

- [Click Here to Report Censorship](#)
- [Book challenges are a national movement aimed to look like grassroots efforts](#)
- ifc@mainelibraries.org for any kind of challenge advice
- [Primer on internet filtering](#)
- [Library Bill of Rights](#)
- [USA Patriot Act and Libraries](#)
- [Maine Library Records Confidentiality Law](#)
- [Nebraska Library Association's Intellectual Freedom Manual](#)
- [Book Riot](#)