

## **PINES Personal Device Policy**

The COVID-19 pandemic has created a situation where multiple library staff are required to work from home. Since many libraries have not been in a position to support telework, it is sometimes necessary for staff members to use their own personal devices to access PINES for work. This is permissible under the conditions outlined below.

1. The personal device must be stored in a secure location and must be secured with software firewalls and anti-malware protection. Operating systems must be updated regularly to ensure all available security patches are applied.
2. All passwords used for PINES access must be stored in an encrypted manner, using a password manager or similar application secured with a master password.
3. No sensitive personal data retrieved from PINES through reports or other means can be stored on the personal device longer than is required to perform a particular task.
4. The library's Local System Administrator is responsible for creating the workstation locations to be used on the personal device and bears responsibility for maintaining a current list of registered workstations and teleworking staff members.
5. In the case of termination of employment, the Local System Administrator will remove staff permissions from the user, which will prevent subsequent logins on the personal device's workstation.
6. In the case of theft, loss, or security breach of the device, the employee is required to report this to the Library System Administrator and Library Director so that the PINES account and/or workstation can be blocked from subsequent logins.
7. The employee using a personal device to access PINES will only do so with prior approval from the Library Director in the form of a written agreement outlining the above requirements. This agreement can be part of a larger telework agreement between the library system and the employee.
8. The use of personal devices to perform PINES work are subject to the PINES Membership Agreement and PINES Code of Ethics.

### **Employee Declaration**

I, \_\_\_\_\_, have read and understand the PINES Personal Device Policy and any augmenting library system standards, and consent to adhere to the standards and procedures outlined above. I, \_\_\_\_\_ approve of the use of personal devices by this employee.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Library Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Adapted from Section 8 of the USG Information Technology Handbook.

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