

EQUIPMENT DISPOSAL POLICY

When a member library decides to replace staff or public computers, they either plan to dispose of them, or to donate them to someone else to use. In either case, sensitive library or MVLS/SALS data is left on the hard drive as well as library or MVLS/SALS licensed software packages. Access to this sensitive information, usernames, passwords and library software is available to anyone that uses the salvaged equipment. This is an unacceptable practice and the library could be held liable for the release of patron or library personal information and/or a violation of software licensing agreements.

It is Joint Automation policy that library staff destroy the hard drive in library owned computers that are being disposed, recycled or donated. JA or system staff will provide instructions on how to remove and physically destroy the hard drive.

For those computers being moved from staff to public use, send the equipment to the JA staff. The JA staff will purge any username/password information and remove any licensed software that should not be redistributed. It is the library staff's responsibility to ensure that all library and personal data files are deleted.

MVLS and SALS will dispose of computer equipment for the member libraries. If a library chooses not to adhere to this policy, the library will be responsible for any breach of security.

Approved by Joint Automation Council April 5, 2005