MVLS/SALS Joint Automation Project
Network Connections
November 14, 2012

Statement
The JA Council oversees and administers the automation project used by 58 libraries in eight counties. Access to POLARIS and the patron and bibliographic databases must be secure to meet the standards for the security and privacy for all patron records and to keep the network running efficiently and effectively.

The JA staff has configured networks with very specific configurations to allow the best security possible. JA has separated staff and public machines (either using multiple telecommunications lines or with special hardware). It is very important to keep these networks separate for the security of your local PCs as well as for the security of the data on the Polaris system.

Regulations:

JA staff must be consulted before making any changes in your library's computer network.

Do not remove coding and labeling on the wires and devices.

Contact the JA staff to assist in adding/removing devices on the library network. Sites where the library IT staff are in regular contact with JA staff, and where JA staff have given explicit approval, may make those approved network/device changes without contacting JA in each individual instance.

Contact the JA staff when your library loses connectivity to the network, Polaris and the Internet.

Failure to follow these regulations may result in compromising the secure nature of the patron databases and privacy for all patron records.

Approved by JA Council November 14, 2012
Approved by MVLS Board of Trustees November 15, 2012
Approved by SALS Board of Trustees November 20, 2012