

# Memorandum of Understanding

## SCLS as ISP (wired access only)

[http://www.scls.info/technology/network/scls\\_as\\_isp.html](http://www.scls.info/technology/network/scls_as_isp.html)

*(December 12, 2012)*

This memorandum of understanding is made between the South Central Library System (SCLS) and the

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*(Library Name)*

The SCLS as ISP option is designed to allow libraries to use the SCLS wired network for non-SCLS supported devices. There are some risks associated with adding non-SCLS supported devices to the SCLS wired network and the library must assume responsibility for that risk.

### **Library responsibilities and expectations**

By adding library-supported devices to the SCLS wired network and giving them access to other SCLS-supported library staff PCs, the library assumes any risk that may be introduced by these library-supported devices.

For any library-supported PCs used by staff, SCLS strongly recommends that the library:

- install anti-virus software and keep it updated
- keep software programs updated with the latest patches
- install security updates for the operating system
- only use administrator accounts for installing software – never for browsing the Internet

If a library-supported device introduces viruses or malware to the SCLS network or SCLS-supported PCs, SCLS reserves the right to remove network access for that device. Any resulting cleanup on SCLS-supported PCs will be done as SCLS' time permits. The library is also responsible for any data loss to local file shares or any other device connected to the SCLS network.

Because each network connection is configured specifically for the device being connected, the library must contact SCLS to request new connections and to coordinate any changes to existing connections.

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Technology Project Manager  
South Central Library System

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Library Director

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*(Library Name)*