



# Northport-East Northport Public Library

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[www.nenpl.org](http://www.nenpl.org)

## REMOTE ACCESS TO INTERNAL NETWORK POLICY

The Northport-East Northport Public Library strives to provide continuous service and to safeguard the personal information of our patrons with the utmost diligence. To this end, providing remote access to the library's internal network and resources is extremely limited and carefully monitored.

### Staff Remote Access

Only the head of the library's Network & Systems Services Department, the Library Director and Library Assistant Director can access the library's systems remotely. The library does not offer remote access to the library's internal network to any other staff members. The risk of infecting the library's systems with viruses and malware potentially running on staff members' home computers is too great.

These specifically authorized staff access a password protected, SSL encrypted website, through which they are granted access to virtual computers running within the library's internal network.

### Third Parties

The library only allows remote access to its systems by third parties when it is vital to resolving an immediate issue. When such a need arises, only minimal access is provided to solve the problem. While the remote session takes place, a member of the Network & System Services Department is required to observe the session, inquire about any questionable activities, and, if necessary, terminate the session. As soon as the problem is resolved or the staff member is no longer able to monitor the session, the session should be terminated and remote access privileges revoked.