



PUEBLO CITY-COUNTY Library District

INFORMATION TECHNOLOGY

05.01.01.G1 Acceptable Use of Information Technology Guidelines

Responsibilities

Staff are required to adhere to basic security hygiene practices, including:

- Using strong, unique passwords for all accounts and changing passwords regularly.
- Locking workstations when not in use.
- Reporting suspected security incidents (e.g., phishing attempts, malware infections) to the IT department immediately.
- Ensuring data is stored securely and is not shared or transmitted without authorization.

Privacy and Confidentiality

Employees must ensure that patron information and other sensitive data are kept confidential. Access to confidential information should only occur on a need-to-know basis, in accordance with library policies and regulations.

Monitoring and Enforcement

The Library District reserves the right to monitor the use of its IT resources to ensure compliance with this policy. Monitoring will be done in accordance with relevant privacy and legal guidelines. Any detected violations will be addressed promptly in alignment with PCCLD policies.