



ROBERT E. KENNEDY LIBRARY
CALIFORNIA POLYTECHNIC STATE UNIVERSITY • SAN LUIS OBISPO

Library-Wide Security Briefing

Ryan Matteson, ITS

Mark Smith, Digital Services



Agenda

- Introductory Comments, Hiram Davis
 - Introduction, Mark Smith
 - Video from University of Virginia
<http://www.itc.virginia.edu/pubs/docs/RespComp/videos/home.html>
 - Thinking about Security, Ryan Matteson
-



Thinking About Security

Ryan Matteson, ITS



Top Ten Library Security Tips

1. No patron ID data on local drives (hard drive, zip, floppy, USB, laptops)
 - a) Store all such files in My Documents (it's on a secure server, not local like your desktop)
 - b) Chancellor's office cautionary incident

(<http://www.securitywizardry.com>)



Top Ten Library Security Tips (continued)

2. No password sharing

- a) This includes ITS, DS (except in extreme emergencies)
 - b) Not with colleagues
 - c) Not by email
 - d) Not with your wife/husband/boss... or Mom!
-



Top Ten Library Security Tips (continued)

3. Lock / restart/ log off machines when not at your desk





Top Ten Library Security Tips (continued)

4. Make sure home computers are protected and up to date
 - a) Symantec Antivirus (free from campus), update **weekly** or daily
 - b) Patches (windowsupdate.com) update **weekly**
 - c) Software or hardware firewall
 - d) Ask DS how to schedule updates

(<http://www.securitywizardry.com>)



Top Ten Library Security Tips (continued)

5. Shred any printed patron info or other sensitive documents, don't toss
6. Use SSH to Poetry only, NO telnet or FTP

```
poetry - Poetry - SSH Secure Shell
File Edit View Window Help
Quick Connect Profiles

*** INNOPAC -- Copyright 1999, Innovative Interfaces Inc ***
*** MAIN MENU ***

S > SEARCH the catalog
D > Catalog DATABASE maintenance
C > CIRCULATION subsystem
O > ORDERING and receiving subsystem
M > MANAGEMENT information
A > ADDITIONAL system functions
X > DISCONNECT

Choose one (S,D,C,O,M,A,X) █

Connected to poetry SSH2 - aes128-cbc - hmac-md5 - none 80x24
```



Top Ten Library Security Tips (continued)

7. No monitor stickies / drawer doodles/ tattoos, *memorize* your passwords
-



Top Ten Library Security Tips (continued)

8. Don't trust email!

(<http://www.securitywizardry.com>)

- a) Avoid opening unknown email
- b) Avoid opening known email (if you don't know why it was sent)

9. Email is inherently insecure (anything you send can be read)

- a) Don't email passwords!
 - b) Don't send anything you wouldn't want your boss to read (or your Mom).
-



Top Ten Library Security Tips (continued)

10. Use strong passwords

- a) Password rules
- b) 1 Year Expiration
- c) Password history
- d) Account lockout period (30 min)

(<http://www.securitywizardry.com>)



Security Links

- Campus security links:
 - <http://security.calpoly.edu>
 - How to create strong passwords:
 - http://servicedesk.calpoly.edu/computing_support/faq/password.html
 - Cal Poly IT Responsible Use Policy
 - <http://security.calpoly.edu/policies/rup/>
 - Campus Information Security Program
 - <http://security.calpoly.edu>
-



Discussion / Questions

(<http://www.securitywizardry.com>)
