

SCLS Network Policy

*Guidelines for use of the SCLS Network by member libraries
(Last Modified September 9th, 2014)*

The South Central Library System provides a network infrastructure to its member libraries, linking local resources to the greater Internet through managed connections to BadgerNet and WiscNet.

Member Libraries who access services over the network infrastructure provided and maintained by SCLS agree to abide by the following policies:

I. Acceptable Use Policy

- a. All users of the SCLS Network are expected to use networked resources in a responsible manner consistent with the educational and information purposes for which they are provided.
- b. Access is provided exclusively for public library services as set forth by SCLS member libraries. All other uses of the SCLS system are prohibited.
- c. Member libraries may have their own Acceptable Use Policy and patrons are expected to abide by the policies of their local library when using SCLS supported Network services.

II. Access Policy

- a. Patrons may not use SCLS PCs configured as SCLS Staff PCs.
- b. Neither Staff nor Patrons may attach non-SCLS-supported devices to the SCLS network.
- c. Software requiring elevated user privileges cannot be installed on SCLS-supported devices.

III. Internet Safety Policy

- a. SCLS does not offer centralized filtering technology for use on SCLS PCs.

IV. Software Licensing Policy

- a. SCLS Member libraries are expected to maintain the appropriate materials and records needed to establish proof of ownership for any Member Library purchased software, including license keys, media, and manuals. SCLS will not install or support any software on SCLS PCs without appropriate proof of ownership.
- b. SCLS will maintain proof of ownership records for any enterprise-wide software installs.

V. Restricted Access (Catalog) PCs

- a. SCLS Patron PCs designated as “Restricted Access” or “Catalog” PCs are limited to a limited selection of web resources outside of the LINKCat OPAC. Changes to this selection list can be proposed to the Technology Committee for approval.

VI. Use of Catalog Launcher script for LINKCat

- a. All LINKCat library websites should use the Authorized URL on public web pages to assure that patrons will reach the Library's customized online catalog.

VII. Cabling Standards for SCLS-Network PCs

- a. Libraries must use a standard cabling type to insure operability with common SCLS network equipment.
- b. A minimum of Category 5e (CAT5e) or Category 6 (CAT6) is preferred.
- c. Data cables must terminate at each end in a female data jack, pinned straight through according to the AT&T (568B) standard pinning scheme.
- d. Jacks must be mounted in wall plates, floor plates, or patch panels.
- e. Each network jack must have a unique ID and the patch panel terminus must have the corresponding jack ID.
- f. Libraries are encouraged to install a 19" network equipment rack with a CAT5e (or CAT6) patch panel (depending on network cabling compatibility) at their central wiring closet or server room. Every effort should be made to have a 3' clearance in all directions of the network rack

VIII. TEACH Data line Access Policy

- a. SCLS will abide by the current BadgerNet and TEACH policies concerning data line access including the prohibition of TEACH line usage by non-library entities.

IX. Satellite Switches

- a. SCLS-approved, programmable satellite switches may be permitted on the SCLS network for existing building infrastructures under certain circumstances.
- b. A detailed description of pros, cons and SCLS support may be found at http://www.scls.info/technology/support/satellite_switch_support.pdf

X. Wireless services

- a. Wireless services offered by SCLS are not intended or designed to be a replacement for network cabling
- b. Business-critical devices on the SCLS network should be wired
- c. Non-wireless devices will not be retrofitted to become wireless devices