Information Technology Security Policy

Purpose
To provide Information Technology Security controls for Timberland Regional Library (TRL) employees, as well as IT equipment, software, and services used by TRL.

Scope
Applies to all TRL employees, computing equipment, and software used by TRL.

Policy
The TRL Administration will create and maintain an Information Technology Security Procedure.

The Information Technology Security procedure will be reviewed annually by the Executive Director and the Information Technology staff.

The Information Technology Security Procedure will be based on industry best practices and recommendations from the State of Washington and NIST Special Publication 800-53.

IT staff will receive training on Information Technology Security and the controls identified in the Information Technology Security Procedure.

Definitions
Information Technology (IT): Any computer, phone, tablet, network device, application, or externally hosted software/service that TRL uses to conduct business is considered Information Technology.

Background
TRL relies on information systems to achieve its mission and provide services to its patrons. Information Security policies are designed to maintain the confidentiality, integrity, and availability of critical information services and data.

References
NIST 800-53 (Security and Privacy Controls for Federal Information Systems and Organizations).
Washington State – Office of the Chief Information Officer – Securing Information Technology Assets Standards.

Effective 1/28/2026
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Policy Number: 052
By the enactment of this policy the Board of Trustees of Timberland Regional Library is concurrently rescinding any prior policy or procedure within TRL that is either in conflict with or expansive of the matters addressed in this policy.