**Personal Computer Security Guidelines**

Personal Computers are vulnerable to incidents that may cause damage to the equipment and destruction or loss of data stored on hard disks or flash drives. Typically these include: power problems such as loss of power, power fluctuations and static electricity; viral infections; and theft of equipment.

You are responsible for protecting any information resources which are under your control or to which you have been given access. There are some very simple and practical things you can do to protect your equipment and data, and with a little care, you too can enjoy trouble free personal computing.

* Save work-in-progress in case of power or equipment failure.
* Backup data regularly, at least once a week.
* Store all of the backup copies of your data in a secure place, such as a locking cabinet away from your workstation. Backup copies of data should be stored off-site if practical.
* Backup your disk and then remove all sensitive or confidential data from the hard disk before sending hardware off-site for maintenance.
* Do not use illegal copies or pirated copies of software. Use only purchased or licensed software.
* Make sure that any drives you bring into the library environment are free of computer viruses. Use a virus scan program before using the drive on your PC.
* Use a surge protector or other similar equipment with surge protection to protect your equipment and data against losses caused by sudden power fluctuations.
* Remove all sensitive or confidential data from any storage medium before discarding them or using them again for storing new information.

***Caring for and Protecting your USB Drives (Flash drives)***

USB drives are small and very easy to misplace or lose. With this in mind, please be sure to store in a safe place.

* Do not leave USB drives lying around. When you are finished with them, lock them away.
* Keep USB drives away from extreme high temperatures such as radiators, direct sunlight, etc.

***Caring for and Protecting your CD/DVDs***

While not as fragile as the old diskettes, CDs do require proper care as well.

* Do not leave CD/DVDs lying around. When you are finished with them, lock them away.
* Keep CD/DVDs away from direct sunlight
* Do not bend the CD/DVD or use paper clips to attach it to paper documents.