**Third Party Network Access Policy**

The [library name] will allow limited third party access to internal computer network resources from locations inside and outside of [library name] facilities, and offices. The purpose of this policy is to define guidelines, and procedures, for connecting to the Library’s network from any host. These procedures, and standards, are designed to minimize the potential exposure to [library name] from damages which may result from unauthorized use of [library name] resources. Damages include the loss of sensitive or confidential data, intellectual property, damage to public image, and damage to critical and non-critical internal systems.

This policy applies to all contractors, vendors, and agents, with a [library name] owned, or personal/business owned, computer or workstation used to connect to the [library name] network. This policy applies to remote access connections used to do work on behalf of [library name] including, but not limited to, reading or sending email, and viewing internal resources.

**Guidelines and Procedures**

1. Eligibility to remotely access the [library name] computer network will be determined by the IT Manager, Assistant Director for Operations, and/or the Library Director.
2. When using the Library’s hardware, software, data, and network systems, you assume personal responsibility for their appropriate use, and agree to comply with this policy, and other applicable Library policies, as well as City, State, and Federal laws, and regulations.
3. At no such time shall any contractor, vendor, or agent, provide their network login account name, or password, to anyone.
4. All hosts connected to the [library name] network via remote access technologies must use up-to-date anti-virus software. Users agree to report any unusual system behavior promptly to the IT Manager for investigation. Abnormal system behavior may be a sign of virus infected, or otherwise compromised, systems.

**Acknowledgment of Network Access Policy**

Contractors, vendors, or agents, approved for on-site or remote access to the [library name] network shall fill-out and sign the *Third Party Network Access Policy Acknowledgment Form* to acknowledge receipt of, and compliance with, the [library’s name] Remote Access Policy.

**Third Party Network Access Policy Acknowledgment Form**

This form is used to acknowledge receipt of, and compliance with, [Library’s name] Third Party Network Access Policy.

**Procedure**

Complete the following steps:

1. Read the Access Policy.
2. Fill-in the required information below, including signature, and date.
3. Return this page to the IT Manager.

**Signature**

By signing below, I agree to the following terms:

1. I have received and read a copy of the “Third Party Network Access Policy” and understand and agree to the same;
2. I understand and agree any software, hardware, and data, provided to me by the Library remain the property of the [Library name];
3. I understand and agree I am not to modify, alter, or upgrade any software programs or hardware devices without the permission of the [Library name];
4. I understand and agree I shall not copy, duplicate (except for backup purposes as part of my job), or allow anyone else to copy or duplicate any software, or data;
5. I understand and agree I must make reasonable efforts to protect all [Library name] software, data, and hardware devices, from theft and physical damage;
6. I understand and agree I am not to provide my network login account name, or password, to anyone else.

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Signature- Contractor, vendor, agent Signature- IT Manager or designee

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Printed Name- Contractor, vendor, agent Printed Name- IT Manager or designee

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Contractor, vendor, agent- company name Date

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Phone number

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Date