IT Policy and Security Responsibilities for CUL
February 9, 2009

Background
With the recent release of Cornell University Policy 5.10, Security of Electronic University Administrative Information (http://www.policy.cornell.edu/vol5_10.cfm), there are now significant formal policy requirements on the Library’s Unit Security Liaison (currently Oliver Habicht). In addition, the completion of the CUL reorganization and the permanent appointments to all positions in the Library Executive Group make this an appropriate time to clarify responsibility for IT Policy within the Library and for IT policy and operational communications between CIT and the Library. Currently, the Library’s Chief Technology Strategist serves as the Library’s representative to the IT Managers Council and thus the official channel for policy and operational issues communications between the Library and CIT.

Responsibility for IT Policy within the Library
A committee of three people, the Library IT Policy Group (LITPG), will make IT policy decisions for the Library: the head of DLIT (currently Oya Rieger), the head of Mann ITS (currently Jon Corson-Rikert), and the CTS (currently Dean Krafitt). If there is any policy issue on which these three do not agree, then that issue will be referred directly to the Library Executive Group for discussion and a decision. In particular, the LITPG accepts the delegation of responsibility from the University Librarian to fulfill the unit head responsibilities for the Library under University Policies Volume 5 on Information Technologies (currently Policies 5.1-5.10: http://www.policy.cornell.edu/IT_policies.cfm).

Unit Security Liaison
The Library’s Unit Security Liaison has the security responsibilities described in University Policies 5.4.1, 5.4.2, 5.10, and any other IT policies for the central library administration and all the unit libraries that are not separately supported by IT staff in other University units. For unit libraries that are supported by IT staff from other University units (e.g. the Law School, ILR), the Library’s Unit Security Liaison is charged with coordinating with the appropriate unit’s Unit Security Liaison to ensure that there is full communication and no gaps or misunderstandings on responsibility under University Policies.

The Library’s Unit Security Liaison will be a DLIT staff member identified by the head of DLIT with the approval of the LITPG. This individual’s primary responsibility as the Unit Security Liaison is in documentation, communication, and providing guidance and advice in accordance with University IT Policies. All decisions relating to the application of University IT Policies within the Library are the responsibility of the LITPG. The Unit Security Liaison is responsible for documenting, communicating, and ensuring compliance with the decisions of the LITPG.

Communications between CIT and the Library
The Chief Technology Strategist will serve as the Library spokesperson on the IT Managers Council and as the initial point of contact for communication of IT policy and operational issues between CIT and the Library. The head of DLIT will identify a DLIT staff member who will serve as the primary
communications conduit between the CTS and the IT staff throughout the Library. This staff member will maintain mailing lists, wikis, and other tools to ensure that information from the ITMC and CIT is reaching appropriate Library staff, as well as to assist the CTS in representing the Library's needs and interests to CIT and the ITMC. Currently, the head of DLIT has identified the Unit Security Liaison, Oliver Habicht, to serve in this communications role.