



**Task 2: Checklist with questions for your I.T. Person**

On our public computers, is our BIOS password protected?      Yes      No

Is the password in two safe, secure places?      Yes      No

Is one of those with the library director or staff?      Yes      No

How often do we automatically check for new virus definitions?

Public machines \_\_\_\_\_

Staff machines \_\_\_\_\_

How often are scans performed?

Public machines \_\_\_\_\_

Staff machines \_\_\_\_\_

How are windows updates performed?      Automatically      Manually

Public machines \_\_\_\_\_

Staff machines \_\_\_\_\_

Do any of our computers require cleaning?      Yes      No

