



DOWNTOWN LIBRARY
610 QUINCY ST. | RAPID CITY, SD 57701 | 605.394.6139

RAPIDCITYLIBRARY.ORG



Date: December 11, 2023
To: RCPL Board of Trustees
From: Sean Minkel, Assistant Library Director
Re: PCI Compliance Policy

Motion: Move to approve updates to the PCI Compliance Policy as presented.

Background: The Payment Card Industry (PCI) Policy confirms network security and business practice guidelines that have been adopted to establish a minimum security standard to protect customer's payment card information. This policy is required by the city, and was created in conjunction with the city's IT department.

The policy has been updated to clarify that the library reviews for PCI compliance annually based on the most up to date standards from the PCI Security Standards website. The PCI DSS Self-Assessment Questionnaire is not required because no credit card information is transmitted over a library network and all devices are certified PCI compliant by our vendors. Tracking, inspection of devices, and staff training are all covered in the PCI documentation already available and are reviewed annually or used as needed.

All other changes were made either to clarify or simplify the language used.