

# Valley Library Consortium Password Policy

## Creating a secure password

***PLEASE NOTE: Passwords are always subject to VLC approval.***

Your password must meet the following criteria:

- Be 6-10 characters long
- Have at least 2 alpha characters
- Have at least 1 numeric character
- Have at least 1 uppercase alpha character
- Non-alpha characters may be used

A few suggestions in choosing a password:

- String together syllables from a favorite song or poem or the first letter of book titles
  - **m2gbe4Is** – “miles to go before I sleep”
  - **&Cy1k3c** – A Connecticut Yankee in King Arthur’s court
- Make up an acronym
  - **t&cSsj1** – Tiffany & Co. sterling silver jewelry
- Misspell a word or words intentionally interspersed with numbers or symbols
  - **#ct3\*nP** – catnip

Protecting your password:

- Never write down your password
- Do NOT tell others your password
- Do NOT let others watch as you type your password
- Do NOT store your passwords in the function keys of a terminal or PC