

Technology Disaster Policy

Workstation Backup:

Files stored on the shared drive (Linux, O) will be backed up once a week by Computer Operations staff to a tape. This tape will be stored in a locked box in the Director of Computer Operations' office and a duplicate copy should be stored in a secure off site location to be determined by the Director of Computer Operations.

Files stored on a PC's local hard drive (c) should be backed up by the individual employee and kept off site on a regular basis.

These copies may be used to restore the files if the originals are destroyed or corrupted.

Public Library Catalog Database:

The public library catalog database will be backed up daily and one monthly full backup is stored in a secure off site location to be determined by the Director of Computer Operations.

Web Server:

The web site files are to be backed up to an internal remote machine monthly. At this time a copy should be stored offsite as well. (someone's home computer?)

Protection from Viruses:

Computer Operations staff should load up-to-date, licensed virus protection software on every staff computer. Live Update options should be configured by Computer Operations staff for every PC to download new virus information daily. Staff should scan their hard drive for signs of viruses monthly.