

PCPL Disaster Recovery Plan for Computer System

DECLARING A DISASTER

A partial disaster is an event that has rendered the library's integrated automated library system and/or bookkeeping and accounting computer inoperable for up to a week, but access to the main library, server room, or the administrative office is not affected. A partial disaster may be declared by the Director. A complete disaster is an event that has affected the main library to such an extent that the library will be inaccessible for an extended period of time or the computers must be replaced. A complete disaster may be declared by the Director and Board.

If a complete disaster is declared, the backup will be accessed through the help of Nomad Technology Group. Data from backup will be used for financial functions until the workstation in the main library can be replaced and the data restored. Other automated functions such as cataloging, acquisitions, and circulation will be suspended or performed manually as practical until such time as the integrated library automated system can be replaced and restored.

DISASTER RECOVERY TEAM

After a partial or complete disaster has been declared, the following staff members will constitute the Disaster Recovery Team:

- Library Director
- Nomad Technology Group
- Members of Circulation Staff as needed

The Director and/or staff will contact the appropriate state and county government agencies, the computer hardware and software vendors, and members of the Library Board.

BACKUP PROCESSING

Nomad Technology Group will be responsible for maintaining backups of the two staff computers.

Backup of the Director's computer will be done via Flash Drive which is stored off-site.

The bookkeeping and accounting system will be backed up by Clem, Dassel, & Co. Accounting Firm.

Many Director and library files are backed up and saved daily via cloud computing such as Dropbox and/or Google Drive.

RECOVERY RESPONSIBILITIES

The Director and/or the Nomad Technology Group will notify the appropriate vendors about any need for hardware or software, and retrieve the latest backup of data. Nomad Technology Group will restore the system with the assistance of the appropriate vendors from the backup files when any necessary hardware or software is repaired or replaced.

OPERATIONS DURING INTERIM

In the event of a disaster, all bookkeeping and accounting functions will be performed using the backup until such time as the system can be restored to the main library.

In the event of a disaster, the Director will supervise interim circulation operations. All circulation transactions will be done on paper by hand, recording patron library card number and item barcode number until the computer system is restored and the information can be entered into the circulation system. If the disaster is partial, and circulation workstations are still operational independent of the server, the workstations may be operated in off-line mode until the server can be repaired and restored.

MAINTENANCE OF THE PLAN

All members of the Disaster Recovery Team will have a copy of this document at their homes. Also, a copy will be stored via Dropbox. Training will consist of a review of this disaster recovery plan followed by a meeting discussing the plan. The Board of Trustees will review the plan annually. If any additions or corrections are made, a new plan will be distributed to each member of the Disaster Recovery Team.