

## Computer and Data Recovery

**Objectives of this plan:** Insure sufficient back up of critical computer resources; designate responsibilities ensuring compliance with strategies; to assure plan compliance to the greatest extent possible.

**Citation of Responsible Personnel:** Library Director, Department Heads and Network Administrator.

On an annual basis the Department Head of Information Technology and the Library Director will review standard actions and procedures to prevent data loss, and update/revise as needed.

### **Types of Disasters/Events/Incidents:**

1. Exterior: weather, physical plant issues
2. Interior: floods, accidents, utility failure, mandatory lock down
3. Virus/malware/hacking

**The Library Director or person in charge of the facility in the event of a computer emergency will:**

1. Take immediate actions to insure security
2. Notify Library Director who will notify President of the Board of Trustees, Network Administrator, and other critical individuals
3. Continue actions to insure data and hardware security
4. Document all emergencies/incidents in writing to the Library Director

### **Standard response to emergency situations:**

1. Determine severity of emergency and impact on computers and computer system
2. Network Administrator will collaborate with Library Director, Business Manager, Department Heads to act quickly to prevent loss of data
3. Shut down individual PC's (circulation, reference desk, children's reference desk, technical services desks other staff PC's, OPACs, and public computers)
4. Shut down LAN under direction of qualified individual

### **Standard Actions to be Routinely Taken to Prevent Data Loss:**

1. Maintain UPS and surge protection on Library servers
2. Server room is to remain closed and locked when unattended
3. Server backups are to occur nightly, after end of business.
4. Data is to be sent to cloud storage immediately upon completion of backups
5. This Plan will be reviewed annually.

Adopted: 10/28/2014