North Babylon Public Library
Disaster Plan for Computer Recovery

Objectives of this plan: Insure sufficient back up of critical computer resources.

Delineation of Authority: Library Director, Librarian III Confidential, Director's Assistant, Computer Technician.

The Library Emergency Coordinator will:
1. Take immediate actions to insure security
2. Notify Library Director who will notify President of the Board of Trustees, Computer Technician, other critical individuals
3. Continued actions to insure security
4. Update Standard Actions Routinely Taken to Prevent Data Loss, if necessary
5. Document all activities to Library Director

Types of Disasters:
1. Exterior: weather, physical plant issues, electrical storms
2. Interior: floods, accidents, utility failure, mandatory lock down

Standard response to emergency situations:
1. Determine severity of emergency and impact on computers and computer system
2. Work with Library Director, Librarian III Confidential, Director's Assistant and/or Computer Technician to act quickly to prevent loss of data
3. Shut down individual PC's (circulation, reference desk, children's reference desk, other staff PC's, OPACs, and public computers)
4. Shut down LAN under direction of qualified individual

Standard Actions Routinely Taken to Prevent Data Loss:
1. Maintain individual UPS (where necessary) and surge protectors
2. Back up individual staff PC's (individual responsibility – staff should back up their own files)
3. Bookkeeper backs up her own PC onto stick drive and removes from building; Library Director backs up his own PC onto stick drive and removes from building.
4. Staff members who wish to store small drives in the library's safe are encouraged to do so.
5. Back up S drive, other critical shared documents to external hard drive in reference office
6. Web site is duplicated on 2 computers in addition to SCLS server
7. Evaluate and research off-site storage

TO BE Approved by the Board of Trustees,
June 21, 2011