WESTCHESTER PUBLIC LIBRARY

COMPUTER DISASTER RECOVERY PLAN
(REVISED 1/4/2018)

MAINTENANCE OF INTERNAL CONTROLS
The user name "Director" shall have administrative privileges for all Library computer programs. The Library Director shall be provided with current and updated written lists of all passwords and shall file a copy of said lists in the Library safe in the Administrative Offices.

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.

If a complete disaster is declared, the backup computer housed in the Baugher Center 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
Assistant Library Director
Automation Manager
Information Technician
Library Administrative Assistant

CONTACT LIST
The following are automation and insurance contacts:

GIS - Library Integrated Automation System Vendor – 1-800-634-6304
AVC – Brent Enderle – Bookkeeping and Accounting Automation Vendor – 1-866-847-4514
Anton Insurance Agency – Insurance Agency – 926-8681

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

BACKUP PROCESSING
The Information Technician will be responsible for maintaining backups of the Integrated Library System (Polaris), the library web site, the bookkeeping and accounting system, and all of the other administration files of the Director, and the Administrative Assistant.

Circulation transactions are to be backed up to a minimum of 2 devices daily. A complete backup of the integrated automated system is to be performed weekly to a minimum of 2 devices and to a server located offsite.

The bookkeeping and accounting system should be completely backed up to both a local device and an offsite server daily.

The administrative files of the Director and the Administrative Assistant should also be backed up daily.

The Information Technician will be responsible for monitoring backup processes to insure backup files are being saved correctly, and for testing the integrity of the backup bookkeeping and accounting system with the assistance of the Administrative Assistant. The files should be checked at least monthly.

RECOVERY RESPONSIBILITIES
The Director and/or the Information Technician will notify the appropriate vendors about any need for hardware or software, and retrieve the latest backup of data. The Information Technician will restore the system with the assistance of the appropriate vendors from the backup files on the backup workstation when the 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 on the backup server located in the Baugher Center until such time as the system can be restored to the main library. The Library Administrative Assistant will insure that a supply of critical forms that are needed for business operations such as receipt books, checks, deposit slips, and other related library business forms are stored in the Baugher Center.

In the event of a disaster, the Assistant Library Director and or the Automation Manager 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. The Information Technician will be responsible for uploading the stored files when the system becomes operational again.

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 at the Baugher Center. 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.