Wolcott Public Library
TECHNOLOGY DISASTER RECOVERY PLAN

Policy Statement: The Board recognizes the importance of technology to system operations and has a created a technology Disaster Plan to ensure that in the event of an emergency, the Wolcott Public Library will continue without any loss of data and/or threat to security.

Recovery Team

The PLS Technology Recovery Team will be contacted for executing the various aspects of this plan in an effort to minimize data loss through preparation for and recovery from a disaster impacting the Wolcott Public Library System. The team will include the Executive Director, the Computer and Network Services Manager, and the Library Systems Analyst.

Disaster Communication

In the event of an emergency or disaster the first person on scene will contact the Director of the Wolcott Public Library who will then contact the Pioneer Library System (PLS) Executive Director. The PLS Executive Director will be responsible for notifying the PLS Computer and Network Service Manager to implement the Disaster Recovery Plan. Following this, the Wolcott Public Library Director will notify the President of the Board of Trustees. Once the situation is under control, the Board President will be notified about the situation via phone.

Backup Strategy

The PLS Computer and Network Services Manager monitors a daily backup of all PLS servers. This data is stored on two sets of drives and taken off site weekly in the alternating care of the Computer and Network Service Manager and Library Systems Analyst.

The backup is a snapshot of all PLS server data that can be loaded onto any server or computer in the event of a disaster. The server backup is tested twice a year to ensure that the backup procedure is effective.

That Financial Software and data are included in the nightly backup/weekly storage. It can be restored on a temporary server or computer in the event of a disaster.

The Evergreen Software and data are hosted off-site and would be unaffected by a disaster occurring at PLS headquarters.

Hardware

A backup PLS server will be housed off-site and used in the event of a disaster to upload data for technology operations. If the backup server is inaccessible the server data can be loaded onto an individual computer at a member library to gain accesses to essential data and processes.

An inventory of PLS technology resides on the P:\Drive that will be accessible once the above backup is restored on a temporary server or computer. This inventory will be used to evaluate recovered devises depending on the disaster and to prioritize purchases for replacement equipment.

Temporary Operations

In the event of PLS headquarters being an unsuitable site for technology operations the PLS technology services will be hosted by Wood Library in Canandaigua until PLS has a permanent solution for technology services. A server will be stored at the Wood Library and periodically tested.

Wolcott Public Library Board of Trustees

Date Adopted: 4/18/2018