

# Greece Public Library Technology Disaster Recovery Plan

The Greece Public Library Board recognizes the importance of technology to library operations and has developed a technology disaster recovery plan to ensure that in the event of an emergency or disaster, the Greece Public Library will continue without any loss of data and/or threat to security.

## **Recovery Team**

The Greece Public Library Recovery Team will be responsible for executing the various aspects of this plan in an effort to minimize data loss from a disaster impacting the Greece Public Library. The team will include the Library Director and assigned staff, the Information Services Director for the Town of Greece and the Library Automation Services Computer Operations Supervisor for the Monroe County Library System.

## **Disaster Communication**

In the event of an emergency or disaster at either branch of the library, the first person on scene will contact the appropriate emergency service and then the Library Director. The Library Director is responsible for notifying the Town of Greece Supervisor, the Greece Public Library Board President and the other members of the recovery team.

## **Data Recovery Strategy**

The Town of Greece Information Services Department monitors a daily backup of all Greece Public Library virtual servers, which are located at 1 Vince Tofany Blvd., Greece, NY. Library servers are backed up through the cloud several times a day and the information is stored offsite at Tri-Delta Resources, 15 North Street, Canandaigua, NY. The backup is a snapshot of all Greece Public Library server data that can be loaded onto any server or computer in the event of a disaster.

The Library Automation Services (LAS) Department of the Monroe County Library System administers an integrated library system (ILS) and supports the Greece Public Library by maintaining computer databases of the libraries' inventory of materials available for loan, library patron borrowing and account histories, and staff email. ILS servers are located at 115 South Avenue, Rochester, NY. LAS does incremental daily backups which are stored on-site, a full weekly backup which is stored on-site and a full monthly backup which is stored off-site. The backup is a snapshot of the ILS that can be loaded onto any server or computer in the event of a disaster. Staff email data is hosted and stored by Microsoft in the cloud.

## **Hardware**

An inventory of Greece Public Library hardware resides on the U:/ drive that will be accessible by the Town of Greece Information Services Department. This inventory will be used by the Recovery Team to evaluate recovered devices depending on the disaster and to prioritize purchases for replacement equipment.