WARREN PUBLIC LIBRARY

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Digital Information Disaster Plan
Updated September 2020; Last Updated March 2018

Disaster Declaration:

A **partial disaster** will be declared if an event causes partial failure of the library's computer network lasting at least one [1] week but does not affect the physical collections and their access.

- Any staff member may declare a partial disaster.
- The director with at least one [1] board member may declare a complete disaster.

A **complete disaster** will be declared if an event causes complete failure of the library's computer network making it inaccessible for an extended period of time lasting longer than one [1] week. Replacement hardware/software will be installed as soon as emergency funding is available. Emergency funding can be obtained via an additional appropriation by the Department of Local Government Finance.

- Our agent is Ryan Burke   (317) 719-3546

Disaster Recovery:

Once either type of disaster is declared, the Recovery Team and vendors involved must immediately be contacted.

Recovery Team:

Robert Neuenschwander, director	(260) 827-7745
Susan Mills, assistant	(260) 519-1503
Dave Scheib, board member	(260) 375-2007
Pete Newcomb, tech. service	(219) 204-1863

Vendors:

Chester Information Technologies   (219) 476-4479

- Michelle Mendoza

Evergreen Indiana   (317) 234-6624

- Anna Goben

Disaster Responsibilities:

The director:

- Declares disaster
- Contacts library board president
- Notifies members of the Recovery Team and affected vendors
- Retrieves the current data backups
- Assists with restoring the computer network and functions
- Arranges for emergency funding if needed

If the director is unavailable, these responsibilities will fall to the library board president.

Backup Maintenance:

The director will create backup tapes each day of the local server's information. The most current tapes will be stored off-site in a weekly rotation.   Circulation and collection data will be stored on the Indiana State Library's Evergreen Indiana servers.

Interim Operation:

Circulation of the library's collection will be recorded in off-line mode, and then up-loaded or manually recorded. The circulation data will be inputted into the computer network when it is restored. Receipt of money will be done in the usual manner.

Network Restoration:

The network will be restored in this order:

- Collection Circulation
- Collection Catalog
- Technical Service