Appendix D-2: Recommendation for Data Backup

The Disaster Task Force recommends that all LIS staff store documents on the Z:\ or O:\. IT backs up all network drives daily, and will retrieve files in a timely manner. We recommend that individuals back up their documents at least weekly (or more frequently depending on departmental needs), whether their documents are stored on a hard drive or on a network drive.

Staff who create and maintain information on the LIS share are responsible for backing up the documents in their respective folders. For example, responsibilities for backing up are as follows:

- Acquisition Staff Only: Assoc. Dir., Collection Services
- Archives: Archivist
- Circulation folder: Assoc. Dir., Circulation Services
- Disaster Task Force: Assoc. Dir., Collection Services
- LIS Staff Lists: Admin. Asst.
- Ordering: Admin. Asst.
- Printing & Mailing: Admin. Asst.
- Reference Desk: Reference Coordinator
- Travel, Conference, Credit Card Info: Admin. Asst.
- Student Worker Information: Admin. Asst.

Folders are constantly being added and deleted, therefore the above is not intended to be a complete listing of folders on the share, but merely examples of areas of responsibility.

Staff may utilize a variety of methods and media to back up data.

Staff who need assistance determining the best method for backing up their data should contact the Associate Director for Systems & Metadata.