<table>
<thead>
<tr>
<th>Title</th>
<th>Disaster Recovery Plan for Digital Assets</th>
</tr>
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<tbody>
<tr>
<td>Status</td>
<td>DRAFT</td>
</tr>
<tr>
<td>Created By</td>
<td>Nathan Lambert</td>
</tr>
<tr>
<td>Created Date</td>
<td>November 4th 2004</td>
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</table>
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• What is a Disaster Recovery Plan
• Overview of a Systems Recovery Plan
  – How to perform a Risk Assessment?
  – Creation of a Recovery Plan Development?
  – On-going Maintenance Procedures
• Conclusion – KSL Implementation
• Question/Answer Session
What is a Disaster Recovery Plan

Overview
The purpose the disaster recovery plan is to gain an understanding of where the library may be vulnerable to business interruption, determine a plan of action to minimize such interruptions and determine on-going procedures for maintaining a healthy business environment. Our plan is broken up into three phases. Namely, Risk Assessment, Recovery Plan Development and Maintenance Procedures.

Business Continuity
• When determining a recovery plan it is important to clearly define the ‘business requirements’ for each individual system.

• It is one thing to say there needs to be 24 x 7 access. It is quite another to actually implement a plan that facilitates this
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Systems Recovery Plan Model

• Risk Assessment - Identify
  a) Identify the organization’s assets
     1) Personnel Data
     2) Digital Collections
     3) Content Management System
     4) Website – Internal/External

• Recovery Plan Development - Strategy
  a) Response to potential threats
  b) State goals of Disaster Recovery Plan
  c) Options for recovering mission critical functions/services

• On-Going Maintenance Procedures – Implement
  a) Ensure plan updating procedures are in place
  b) Testing strategies developed and scheduled
  c) Training materials personnel
Systems Recovery Plan Model (Cont….)

- Risk Assessment
- Recovery Plan Development
- Maintenance Procedures

Systems Recovery Plan (SRP)

Business Continuity

RA

RPD

MP
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Conclusion – KSL Implementation

• Plan in action @ KSL – see following link
  http://library.case.edu/ksl/preserve/disaster/disastercomputer-1.html

• Identify All Library Systems

• Assign Severity Types

• Determine User Groups

• System Restore Procedures
## Conclusion – KSL Implementation

### Assign Severity Types

<table>
<thead>
<tr>
<th>Severity</th>
<th>Severity Type</th>
<th>Severity Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Specialized</td>
<td>This is a system that serves a very specific purpose for KSL. It has a very small number of users. Its data is useful but not mission critical.</td>
</tr>
<tr>
<td>2</td>
<td>Productivity Tool</td>
<td>This is a system that helps people do their jobs more efficiently. This type of system is nice to have but is not required by any specific position.</td>
</tr>
<tr>
<td>3</td>
<td>Admin</td>
<td>This is a system that is relied upon by the KSL purpose of day-to-day administration. More than 5 users use this system. This system’s data is critical for administration purposes.</td>
</tr>
<tr>
<td>4</td>
<td>Mission Critical</td>
<td>This is a production system that is critical to the patrons of KSL. This system is either a service for our customers or is a service that is used by the KSL staff to serve our customers better. Any downtime by this system will impact our patron service delivery.</td>
</tr>
</tbody>
</table>
## Conclusion – KSL Implementation

### Determine User Groups

<table>
<thead>
<tr>
<th>User Type</th>
<th>User Name</th>
<th>User Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALL</td>
<td>All UL Community</td>
<td>The four groups below are key users of a given system. They may have the same use or varying uses.</td>
</tr>
<tr>
<td>PUB</td>
<td>Public</td>
<td>These users are those that do not have a direct relationship with CASE. These are people who are considered part of the general public.</td>
</tr>
<tr>
<td>CASE</td>
<td>CASE Community</td>
<td>These are people that are employees of the university, students, or any other types of CASEnet users that have valid CASEnet accounts.</td>
</tr>
<tr>
<td>UL</td>
<td>UL Staff</td>
<td>These users are people that work for one of the CASE affiliated libraries in any capacity.</td>
</tr>
<tr>
<td>ADMIN</td>
<td>Admin</td>
<td>These users are ones that are administrators either at any of the CASE affiliated libraries.</td>
</tr>
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