CASE
CASE WESTERN RESERVE UNIVERSITY

Kelvin Smith Library
Creating the engine to drive the world's most powerful learning environment.

Northern Ohio Alliance for Response Meeting

Title:	***Disaster Recovery Plan for Digital Assets***
Status:	***DRAFT***
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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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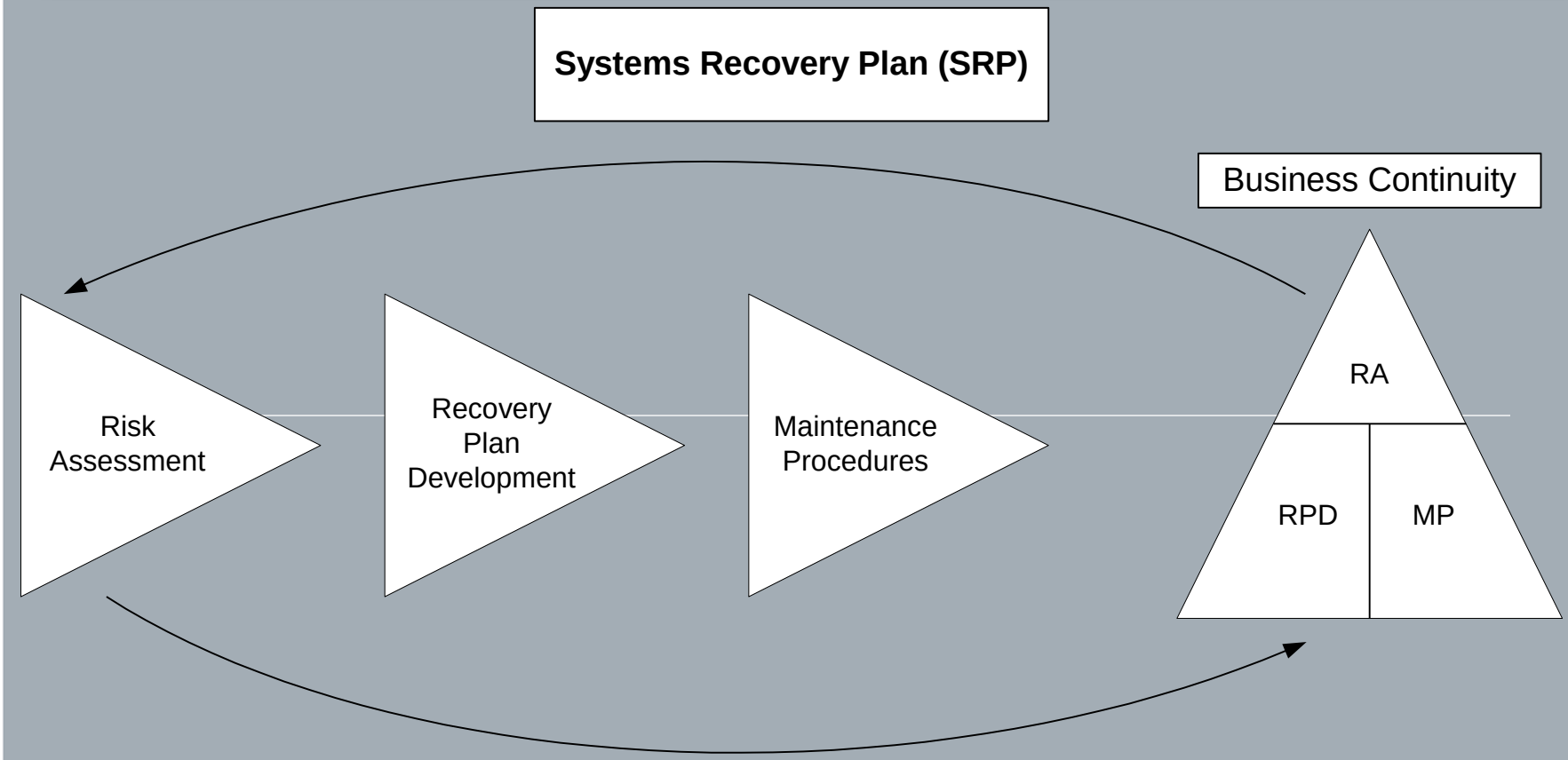
Systems Recovery Plan Model

- 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….)



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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

Severity	Severity Type	Severity Description
1	Specialized	This is a system that serves are very specific purpose for KSL. It has a very small number of users. Its data is useful but not mission critical.
2	Productivity Tool	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.
3	Admin	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 systems data is critical for administration purposes.
4	Mission Critical	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.

Conclusion – KSL Implementation

Determine User Groups

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

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