



Disaster Recovery Plan

- The definition of a disaster is when a disastrous event has occurred in which the library will be inaccessible for an extended period of time.
- A disaster may be declared by the President of the Board of Trustees under the recommendation of the Director.
- In the event of a disaster the following procedures are in place:
 - Ledger and Payroll: All payroll and monthly ledger balances are prepared by the Director.
 - Automation and Circulation: All patron, circulation, and collection information is accessible by logging into the Evergreen system. (updated 2/21/23)