

**University Libraries Digital Disaster Plan: Outline**  
**Authored by the Digital Curation Working Group (DCWG)**  
**June 19, 2018**

*This document provides a summary of the information available in the UGA Libraries Digital Disaster Plan. For security reasons, the complete plan is only available to UGA Libraries staff. The complete plan is stored on the shared drive.*

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## **1. Introduction and Purpose**

The University Libraries' holdings includes unique and rare digital assets. Responsible stewardship of these digital holdings includes maintaining the long-term preservation of and access to these assets. Departments with these digital holdings are the Brown Media Archives & Peabody Awards Collection (BMAC), the Digital Library of Georgia (DLG), the Hargrett Rare Book and Manuscript Library, the Map and Government Information Library (MAGIL), and the Richard B. Russell Library for Political Research and Studies. The University Libraries' commitment to digital preservation is detailed in the [Digital Preservation Policy](#).

This Digital Disaster Plan summarizes the policies and procedures in place to minimize risk and to detect and recover from events that damage or destroy digital assets. These include risks related to technology, organizational infrastructure, facilities, and resources. Events may be small and impact only a single file or may be large and impact the entire holdings. The Digital Disaster Plan also provides information on who to contact when a problem is discovered (Appendix A).

## **2. Physical Facilities**

This section describes the buildings that house computer hardware and storage media used for digital content. The following information is provided for each location:

- An overview of what is stored there.
- The specific area of the building where equipment is located.
- Who to contact if there is a problem with the space.
- Security measures.
- Fire suppression system.
- Type of HVAC.
- Categories of staff who have access to the space.

### **3. Financial Resources**

This section includes an estimate of the cost of digital preservation, funding sources for the replacement and repair of technology, and a commitment to financial support for the digital preservation program.

### **4. Shared Infrastructure**

This section describes infrastructure that is used by multiple departments: our digital preservation storage system (the ARCHive), two networked storage environments, and our archival description system (Archivists' Toolkit). The following information is provided for each infrastructure:

- Overview of what the infrastructure is and what its purpose is.
- Survey of the types of content stored there.
- Priorities for recovery.
- Potential risks and how those are addressed. Common risks include loss of file integrity, file format obsolescence, hardware and software obsolescence, interruption of the power supply, copy errors, and human error or malicious intent.
- Backup methods and schedule.
- Who is responsible for maintaining the infrastructure.
- Links or references to documentation.

### **5. Department-Specific Information**

This section describes infrastructure that is used by one department. It includes the same kinds of information as Section 4. Department-specific information about how shared infrastructure is used is also included here.

### **6. Policy History and Review Schedule**

- Written by the Digital Curation Working Group (DCWG), February-May 2018.
- Approved by the Technology Oversight Group (TOG), June 19, 2018

This policy will be reviewed by the DCWG annually and after the implementation of new storage infrastructure or preservation workflows.

## **Appendix A: Contact List**

Appendix A has the contact information for everyone listed in one of the responsibility sections in this plan: technology staff, facilities staff, and curatorial staff.