Information Technology and Media Services

POLICY NAME: Disability Services for Students Scanned Books Backup/JAWS and Redundancy Policy
PREPARED BY: William Craft, LAN & Systems Specialist
REVIEW TEAM: William Craft, Jayne Fraley-Burgett, Jennifer Lawson-Steeves, & Tiffany B. White
EFFECTIVE DATE: December 8, 2014
PURPOSE: To ensure we have complete redundancy with all scanned books stored on the Western Michigan University Network, we implemented the following procedure.

Work Flow
When DSS staff/student employees scan books using the ODI-DSS-SCANNEDBOOKS workstation, all data must be saved to the external hard drive.

Once data is saved to the proper location, Carbonite Backup will perform a nightly back up. This process is completely automated and no user interaction is required.

The scanned books computer and the JAWS computers can NEVER be powered off during the week as they need to be on for nightly backups to occur. Powering the computers off on Fridays and over breaks is highly recommended.

The JAWS program files on the computers will be backed up daily to Carbonite; whereas, all testing data saved on the JAWS computers is being saved to the network by default.

This procedure remains effective until such time that it is modified by the LAN & Systems Specialist, the Director for Disability Services for Students, and the Director of ODI Operations. It will be reviewed once a semester by the LAN & Systems Specialist and the DSS Administrative Assistant/Testing Coordinator at the request of the DSS Administrative Assistant/Testing Coordinator.

APPROVAL OF POLICY

LAN & Systems Specialist, William Craft

Director Disability Services for Students, Jayne Fraley-Burgett

Director of ODI Operations, Tiffany B. White

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Date

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