

Section 3 - Property & Risk Management

3.1. Staff Use of Digital Property

It is the policy of the Poudre River Public Library District that internet and local network systems, including computer equipment, software, storage media, web browsing, telephone and voicemail systems are Library District property and are to be used for business purposes. All data stored, including email, on Library District computers is Library District property. Because the Library District is a public organization, data stored on Library District computers is subject to public review under the Colorado Open Records Act.

3.2 Disaster Recovery

It is the policy of the Poudre River Public Library District to develop, test and maintain a disaster recovery plan formulated to continue basic business operations during and immediately after disruptive events. Recognizing that disruptions to business operations may come from a variety of causes such as natural or manmade disasters, terrorism, and technology failures, it is incumbent upon the District to recognize and plan for the expedient recovery of all operational systems in order to minimize the impact of any type of disaster.

The Library District cooperates with local governmental agencies in the mobilization of resources in order to protect lives, minimize property loss, and expedite recovery efforts during an emergency or disaster.

The District will also develop a crisis communications plan to effectively manage communication to staff, local media, public officials and the public. The Executive Director will designate an official spokesperson for communication in a time of crisis.

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