

**CONTINUITY PLAN - FRONT**

**CONTINUITY PLAN**

Services are provided:

Troubleshooting online access/proxy issues:

Troubleshooting network issues:

Document Delivery (Borrow):

Document Delivery (Lending):

For extended closures:

Access to Library's Print Collection:

**EMERGENCY RESPONSE COORDINATOR**

**Emergency Response Responsibilities**

**Preparedness Responsibilities**

**OPERATIONS CONTACTS**

**Tier 1: Operations**

**Tier 2: Managers**

**Library Leadership Transition**

If the Library Director is unable to perform duties, responsibility is assigned to:

**COMMUNICATIONS PLAN**

## CONTINUITY PLAN - BACK

### RESOURCES CONTACTS

### HISTORICAL COLLECTIONS RESCUE LIST BY PRIORITY (cont.)

### RELOCATION STRATEGY

(Temporary service site will be determined based on availability)

### SELECTIVE LIST OF RESPONSE PROCEDURES

#### **Resources**

Store or relocate to temporary service site the following resources:

Historical Collections:

Print Journals:

General Collection of Books:

Core Textbooks:

Reference Collection:

Library Computers:

Library Records:

#### **Team Members**

Relocate team members listed below to temporary service site. All other team members will be assigned to work from home or will be on leave.

### HISTORICAL COLLECTIONS RESCUE LIST BY PRIORITY

#### ADMINISTRATION FILES

Paper personnel files are located:.