

11**SYSTEM MANAGEMENT****11.1 MANAGEMENT OF THE AUTOMATED SYSTEM****11.2 SECURITY SYSTEMS**

- 11.2.1 Logon/logoff Security
- 11.2.2 User Security
- 11.2.3 Data Management

11.3 AUTHORITY FILES**11.4 DAILY MANAGEMENT****11.5 PERIODIC MANAGEMENT**

- 11.5.1 Backup of Data and System
- 11.5.2 Indexing
- 11.5.3 System Maintenance
- 11.5.5 Computer Maintenance

11.6 SYSTEM/COMPUTER PARAMETERS

11**SYSTEM MANAGEMENT****11.1 MANAGEMENT OF THE AUTOMATED SYSTEM**

Procedures should be set and followed for daily, weekly and periodic management and maintenance of the automated system.

11.2 SECURITY

The automated system has two different stages where security passwords prevent unauthorised access. The areas involve:

- ◆ access and exit (logon/logoff security) to the different parts (accounts or modules) of the system; and
- ◆ the access of different users to the various parts of the system.

11.2.1 Logon/logoff Security

The automation system has security levels to prevent unauthorised access. Passwords are required to logon to the system and to logoff. These passwords should be recorded, kept in a secure place and changed regularly.

A master sheet is provided (Appendix D).

11.2.2 User Security

Some systems have different levels of access to allow varying degrees of control over the database.

- (a) The different people who access library automated systems include:
- ◆ teacher librarians and resource teachers who will change data, including global changes;
 - ◆ library officers who need to turn the machine on and off, enter and delete data and complete circulation tasks;
 - ◆ volunteers who may complete a variety of tasks;
 - ◆ library monitors and teaching staff who complete circulation tasks including overriding; and
 - ◆ general users who will complete simple circulation for themselves.
- (b) The system administrator will need to:
- ◆ enter each person onto the system and assign an ID;
 - ◆ obtain each person's personal password;
 - ◆ document the identities and passwords;
 - ◆ store this information securely so that it is inaccessible to students and the general staff; and
 - ◆ update passwords regularly and document changes.
- (c) These decisions should also be documented (see Appendix E).

11.2.3 Data Management

- (a) Data Privacy and Security

Data management of the automated system should be in accordance with the Education Department of WA document *Information Privacy and Security Policy and Guidelines* (1998) available through the Education Department of WA's homepage at

<http://www.eddept.wa.edu.au/centoff/i&t/policies/policies.htm>

The Minister for Education retains the exclusive right of ownership of the Education Department's data and school personnel are responsible and accountable for the security of data accessed.

(b) Freedom of Information

The Education Department recognises the Freedom of Information Act 1992 which gives members of the public right of access to documents. Library resource centre staff are directed to the Education Department's *Freedom of Information Policy and Guidelines* (1993) document.

11.3 AUTHORITY FILES

The system administrator is responsible for deciding who should have the authority to make global changes to the database. The decision to make global changes should not be made lightly. For specific details refer to the automated system manual.

11.4 DAILY MANAGEMENT

The school should make policy decisions concerning the responsibilities for routine computer activities. These decisions will include:

- ◆ daily system booting (turning the machine on); and
- ◆ daily system shutdown (turning the machine off)

Schools that do not have a library officer working every day should nominate and train a person to complete these duties. A master sheet is provided in Appendix F to record daily responsibilities for these tasks.

11.5 PERIODIC MANAGEMENT

Tasks need to be completed at regular intervals to ensure that the system remains efficient and effective. These tasks include:

- ◆ backups;
- ◆ indexing;
- ◆ system maintenance; and
- ◆ computer maintenance.

11.5.1 Backup of Data and System

If the library automated software is installed on a school-wide network the network manager will have a set timetable for backing up the data. The manager of the library network should follow the instructions the software provider specifies for daily, weekly or periodic backups.

Several versions of the backup tapes should be kept, one off-site.

11.5.2 Indexing

All words entered onto the database are filed or indexed by the system to ensure fast accurate searches. Periodic re-indexing may need to be performed if errors are appearing in searches. Refer to the software manual for details.

11.5.3 System Maintenance

Your system will identify procedures which should be performed to maintain optimal performance from the software. Refer to the manual for details.

Appendix G can be used to record the maintenance planned.

11.5.4 Computer Maintenance

The computers should be regularly cleaned to ensure that dust, especially chalk dust, does not impede the efficiency of the equipment.