INFORMATION SYSTEM DISASTER CONTROL
AND RECOVERY PLANNING
FOR THE UITM PERLIS LIBRARY

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I

ABSTRAK

Pelan pengawalan dan pemulihan bencana merupakan satu kemestian kepada sesebwah organisasi kerana kini hampir kesemua organi sasi bergantung kepada Teknologi Maklumat. Kegagalan dalam penyediaan pelan pemulihan bencana yang berkesan akan mengakibatkan banyak masalah di luar jangkaan kepada organisasi tersebut. Pada masa ini, kebanyakan perpustakaan dan pusat maklumat bergantung sepenuhnya kepada komputer, bukan sahaja untuk peminjaman buku malahan digunakan bagi keseluruhan operasi sistem perpustakaan. Tidak siapa tahu dengan tepat bila sesuatu bencana itu akan berlaku. Seringkali, pustakawan mendapati perpustakaan mereka telah mengalami kerosakan hanya apabila bencana tersebut telah terjadi dan ini memaksa mereka memulakannya dari peringkat awal. Justru itu, setiap perpustakaan perlu merangka satu pelan pemulihan bencana khususnya yang berkaitan dengan sistem komputer perpustakaan. Kajian ini bertujuan untuk mengkaji jenis bencana serta kesannya kepada sistem komputer Perpustakaan UiTM Arau, Perlis. Selain dari itu, ianya juga mengkaji kaedah-kaedah dan peraturan yang perlu dalam penyediaan pelan pengawalan dan pemulihan bencana yang diperlukan di bilik komputer Perpustakaan tersebut.

II

ABSTRACT

Nowadays, disaster control and recovery planning is becoming a necessity for organization because most of the organizations are relying on information technology. Failure to properly implemented disaster recovery planning for information technology will cause many unexpected problem in the organization. Many libraries and information centers are also rely heavily on computers, not only for borrowing books, but also to control the whole library systems. One never knows when disaster will strike. Many times a librarian has received a call late at night or arrived in the morning to find a library drenched by fire, faulty sprinklers or plumbing. Several libraries have had to start all over again. An important first step is the formulation of a disaster plan and every library should have one. The aim of this study is to examine the types of disasters and its impact to the library system in UiTM Arau Library, Perlis. This study also includes the methods that should be taken in planning and implementing a (disaster recovery solution to meet the library's requirements especially in the computer room.

ACKNOWLEDGMENTS

ABBREVIATIONS

GUI   -   GRAPHICAL USER INTERFACE

ILMU   -   INTEGRATED LIBRARY MANAGEMENT UTILITIES

IRS   -   INFORMATION RETRIEVAL SERVICE

IS   -   INFORMATION SYSTEM

IT   -   INFORMATION TECHNOLOGY

MARC   -   MACHINE-READABLE CATALOG

OPAC   -   ONLINE PUBLIC ACCESS CATALOG

RDMS   -   RELATIONAL DATABASE MANAGEMENT SYSTEM

UiTM   -   UNIVERSITI TEKNOLOGI MARA

UPS   -   UNINTERRUPTIBLE POWER SUPPLY

TNB   -   TENAGA NASIONAL BERHAD

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الْحَمْدُ لِلَّهِ رَبِّ الْعَالَمِينَ

وَالصَّلَاةُ وَالسَّلَامُ عَلَى خَاتَمِ الْأَنْبِيَاءِ وَالْمُرْسَلِينَ

In the Name of Allah,
the Compassionate, the Merciful,
Praise be to Allah, Lord of the Universe,
and Peace and Prayers be upon
His Final Prophet and Messenger.

CHAPTER ONE

INTRODUCTION

1.1   OVERVIEW

Disasters are events that adversely affect the ability of a library, archives, historical society, or any information center to perform its function in a timely and efficient manner, resulting in loss of clientele and possible closure. Disaster control and recovery planning is essential for the continuation of library business, be it serving patrons in the archives or library on-line services or providing staff with computers and other necessary equipment (Kahn, Miriam B., 1998). With the proliferation of computers and our dependence upon data and online services, downtown or any lack of continuity is unfavorable to quality service.

A disaster can occur at any time. Damage caused by water penetration due to the effects of fire fighting, leakage from drains, pipe work or weaknesses within the library building structure itself are the main areas of risk. Others would include fire damage, the effects of smoke incursion, chemical spillage, bomb threat, and a severe outbreak of mould or insect infestation each of which would require specialist treatment.

The contents of the thesis is for internal user only

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