November 13, 2000

Dear Project Manager:

The DALNET systems staff is gathering information about the impact of Horizon downtime on your organization. The information you provide will help us determine when and where to best direct our resources when responding to emergency outages and developing backup plans. In an emergency situation we may be able to restore some, but not all functionality. We have identified three areas: OPAC, Circulation, and Technical Services. The time periods are for two hours or less, two-four hours, four-eight hours, eight-sixteen hours, one day, two days, and three days. The ranking is from 1 – minimal effect to 5 – serious problem.

For example if you feel that you can live without OPAC access for up to four hours, you would mark those two block with a one. If you consider it a serious problem if it is down for more than eight hours, then mark the 8-16 hrs block for OPAC with a 5.

Currently, when the production database sever will be down for three hours or more, we will automatically direct WebPAC searching to the Test databases and a note will be sent to the DALNET list.

Please return one written response for DALNET member via fax or mail to:

Scott P. Muir, DALNET Project Leader
Wayne State University
Technical Services and Systems
5048 Gullen Mall
Detroit, MI 48202
Fax (313) 577-3615

We would like to have your response by December 20, 2000.

Thank you.

Horizon Downtime. Mark from 1 - minimal effect to 5 - serious problem

	0-2 hrs	2-4 hrs	4-8 hrs	8-16 hrs	1 day	2 days	3 days
OPAC							
CIRC							
TECHSVC							

Institution: _____

Project Manager: _____

Date: _____