**Work Instructions for Data backup**

1. **Back up of Book Issue Databases**
	1. Copying of issued book details from the library management system (Book Magic Software) upon closing the transaction of the day.
	2. Creating a folder Circulation Transactions in the data backup computer.
	3. Pasting the details into the folder.
	4. Repeating the process on every day by deleting the previous day’s data store.
2. **Backup of Enrolled Members**
	1. Copying the enrolled member details from the library management software (Book Magic)
	2. Creating a folder enrolled members in the data backup computer
	3. Pasting the copied contents on to the folder.
	4. Repeating the process upon each and every updation of the member details.
3. **Back up of Digital Repository**
	1. Copying the contents of digital repository.
	2. Creating a folder digital repository in the data backup computer
	3. Pasting the copied contents on to the folder.
	4. Repeating the process on each and every time of updating of the repository.
4. **Backup of Catalogue Data**
	1. Copying the contents of Catalogue database.
	2. Creating a folder Catalogue Database in the data backup computer.
	3. Pasting the copied contents on to the folder.
	4. Repeating the process upon each and every time of updating the database/catalogue.