

Vermont Law School Network Server Storage Policy

This document covers the acceptable use of VLS servers for storage of personal and departmental data. Auto archiving features and image management will also be addressed.

VLS provides network storage to individuals and departments across campus. Storage for both personal and departmental data is available to students, faculty and staff in the form of network shares that have been commonly mapped as the "J", "K" and "L" drives. This storage is a community resource, and this policy is intended to ensure equitable usage of this shared commodity. It is important to recognize our system's limitations (space limits & back-up challenges) so all members of our community have equal access to these resources.

Individuals are asked to place all personal files into their personal storage area, referred to as their "J" drive, departmental or shared files should be stored on the "K" drive and images should be placed in the "For Review" folder of the "L" drive in the folder with your department's name.

Departmental data may be stored on VLS provided storage, subject to the following conditions:

- Do not use network storage as a backup for desktop or laptop computers. If you are a laptop user, store files locally and have concerns about back-ups, please inquire about having iFolder placed on your laptop.
- Audio, image, or video media files larger than 1MB will be automatically archived. If possible, these files should not be stored on VLS servers, but rather a USB drive, DVD or CD.
- Do not duplicate data. If you need a point-in-time snapshot of a directory for archival purposes, write that archival data to removable media (eg: USB drive, cds, dvds).
- Do not store cd images or program installers. If the software is freely available, please download it from the Internet as needed. If it is VLS licensed software, please contact IT regarding storing the installer.

VLS IT will regularly audit usage of network storage, and will contact individuals and departments as needed to remedy or mediate issues regarding use of community storage.

The charts listed below are to act as a guideline for the type of data that is appropriate for each server. Questions about the contents of the charts should be directed to the VLS Help desk or your department's working technology group (WTG) member.

J Drive

Suggested Uses ✓	Not Intended for ✗
✓ Active file storage for individuals	✗ Active file storage for departments
✓ Course work	✗ Administrative information storage
✓ Critical individual document backup	✗ Critical department document backup
✓ Short term data transport	✗ Department wide software
	✗ Departmental file sharing
	✗ Multi-departmental file sharing
	✗ Non-work related movies
	✗ Non-work related music
	✗ Non-work related pictures
	✗ System Backups

K Drive

Suggested Uses ✓	Not Intended for ✗
✓ Active file storage for departments	✗ Active file storage for individuals
✓ Administrative information storage	✗ Critical individual document backup
✓ Critical department document backup	✗ Document archiving
✓ Department wide software	✗ Multi-departmental file sharing
✓ Departmental file sharing	✗ Non-work related movies
	✗ Non-work related music
	✗ Non-work related pictures
	✗ System Backups

L Drive

Suggested Uses ✓	Not Intended for ✗
✓ Submit image files to Communications	✗ Individual or Department file storage
✓ Searchable Institutional image resource	✗ Individual large media files
✓ Image archiving	✗ Non-publication quality image storage
✓ Multi-departmental image sharing	✗ Non-work related files
	✗ Image files with meta information