

Bookmark Fact Sheet

Backups

June 2025

BACKUP!! BACKUP!! BACKUP!!

Backups are the lifeline against disasters!

Regular backups avoid having to re-cataloguing your entire library when a disaster strikes.

Bookmark's backup system is fast, reliable, and easy to use. When used properly, it works.

Backups are either

- Data only – the main catalogue, borrowers, histories, settings, etc.
- Data + Images – all the data plus all book cover images and borrower photos

Backups can be made to:

- An external drive or device
- Internet (OneDrive, Google Drive, Cloud, etc)
- A specific non-standard destination (rarely used)
- Bookmark's location (rarely used)

Backing up to a USB flashdrive or external drive or the cloud is the regular, preferred backup destination. It is safely located away from Bookmark.

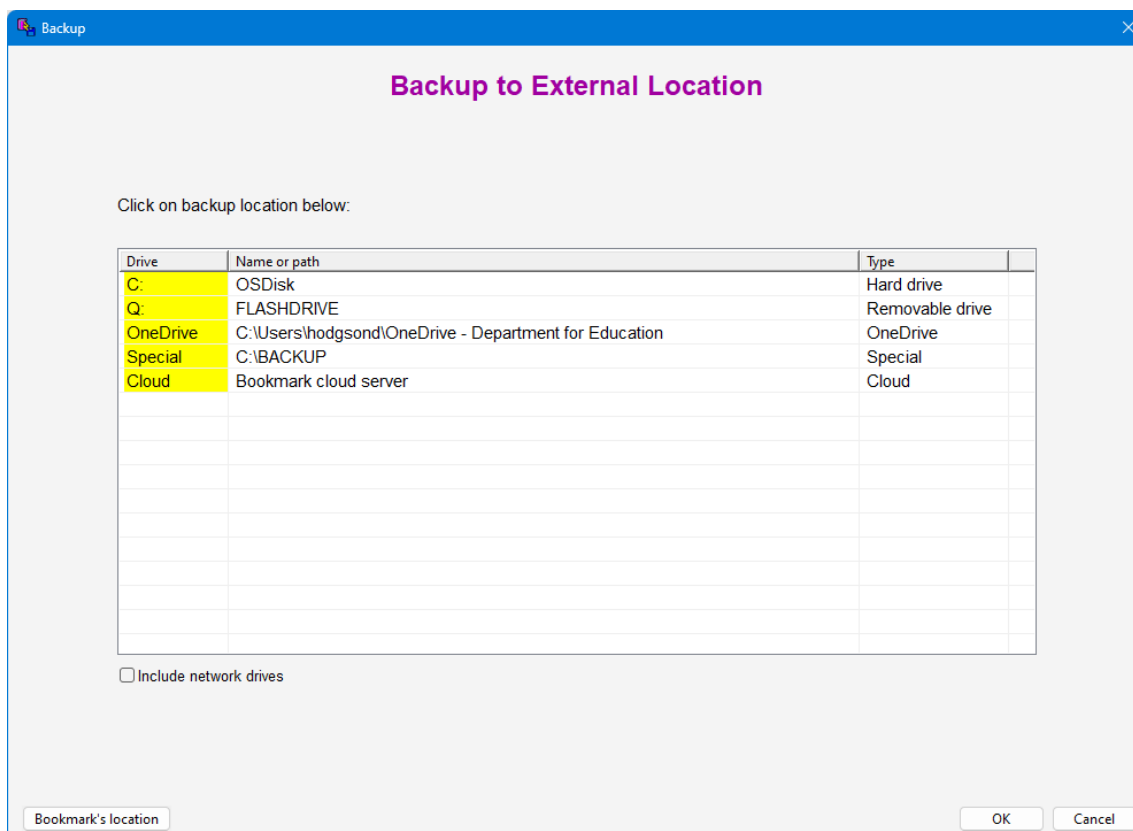
Backups to Bookmark's location is like putting all the eggs in one basket. If something happens to the computer on which Bookmark is physically located – a server or workstation – everything could be lost. Backups away from that location are the safeguard if a disaster happens.

Disasters do happen!

They happen in the blink of an eye. They can be a malware attack, a failed drive, malicious intent like deleting Bookmark (yes, it has happened, and more than once).

An external location can be:

- USB flashdrive (easiest to use and perfectly ok)
- External drive like a hard drive or SSD
- OneDrive or GoogleDrive or Dropbox
- Bookmark's "cloud-based" server (the Internet)



Backups to a USB flashdrive is normal

Flashdrives are inexpensive and reliable. One 2Gb or larger drive will hold all backups.

They appear as “Removable drive” in the drive list.

Have three flashdrives, two for normal backups and a third for the monthly big backup. Label one Week A and another Week B. End-of-day data backups go onto these. Use one drive for all backups for a whole week before swapping.

The flashdrive does not need to be high-capacity (2 Gb or larger is fine).

USB3 are faster but USB2 are often sufficient.

Backing up to an External Hard drive or SSD

Plug-in external hard drives or solid-state-drives (SSD) are good destinations, too, but remember that Bookmark only keeps a week’s backups on one drive. The most recent Thursday backup overwrites the previous Thursday. The large capacity of these drives is not needed. Nor the cost.

Backing up to Bookmark’s location

This is a special backup provided for during-the-day-quick backups. It should only be used when cataloguing a lot of books or stocktaking. Do not rely on the Bookmark’s Location backup as the main backup because it backs up to the same place Bookmark resides. All the eggs are in the one basket.

Bookmark always automatically backs up to its own location when every backup is made, in addition to copying it to the external destination.

Alternate location

This allows backing up to an unusual destination that would normally not appear in the external locations list. Alternate Locations can include Google Drive and Dropbox, both cloud-type backups. The alternate backup destination is rarely used and is only provided for unusual situations. *Avoid the Alternate Destination unless there is no other choice.*

OneDrive

Bookmark can be easily set to send backups to OneDrive. All DfE SA staff have OneDrive accounts. Set up the location of OneDrive, then do the backup in External Locations.

Automatic backups

An Automatic backup allows a computer to perform a backup at a set time – e.g. 2 am. The computer must be switched on and the destination is available. Bookmark does not even have to be running. See the Fact Sheet on Automatic Backups for details on how to set this up.

Marion's rule:

"The one day that you need the backup, it wasn't done the night before !!"

Dean's first rule:

The day you need the backup, it will have been left at home.

Dean's second rule:

Do not rely on Server backups!

The person who knows how to restore them will not be available when needed.

Server backups may not include Bookmark. (Has happened frequently.)

Servers can crash or get infected or fail or are stolen.

Checking Backups

Not essential but provided in case you want to make sure backups are good.

Rules about backing up

- Regularly backup. Every day Bookmark is used is best.
- Multiple copies of backups are best - i.e. 2 flashdrives at least.
- Use the built-in Bookmark backups even if other backups are being made on a server.
- **DO NOT BACKUP IF YOU HAVE HAD AN ERROR!!!** The backup will contain the error and will overwrite a good backup without the error.
- Call the HELP DESK immediately if you have any type of problem.

Backup up to the cloud

This appears in the External Locations. It is a backup to Bookmark's cloud-based CPAC webserver. No special account or login is needed. It can be used as the regular daily backup, but backups to USB flash drives should still be made occasionally.