

File Storage Guidelines

Staff members at Member Libraries are provided with a Microsoft OneDrive subscription as part of their Microsoft accounts. It is the recommendation of NLLS that Member Library staff utilize OneDrive for file storage instead of utilizing other file storage solutions.

OneDrive Accounts

All staff members with an NLLS provided email address have a OneDrive account that includes 1TB of storage. This OneDrive account is part of the Microsoft services included in each Microsoft 365 account provided to staff members which also include access to Outlook Email, Microsoft Teams, and Microsoft Office products.

OneDrive accounts are accessible via the internet by logging onto your account at <http://www.office.com>, or via your computer's desktop by downloading the Microsoft OneDrive App from the same webpage.

Why OneDrive?

NLLS officially supports and encourages the use of OneDrive by staff at Member Libraries. As an included piece of software with our Microsoft subscriptions, OneDrive is not only the most economical form of file storage for Member Libraries, but it also allows for seamless connection to Outlook Email, Microsoft Teams, and Microsoft Office products.

By utilizing OneDrive, staff at Member Libraries are able to easily collaborate and share documents with other staff while knowing that their data is securely stored and backed up on the NLLS network.

Alternative File Storage Solutions

Member Libraries are able to utilize alternative file storage solutions; however, this is not recommended. NLLS is limited in the support that we are able to provide to tools outside of OneDrive, and users who do not use OneDrive are not able to benefit from the collaboration tools or data backups provided by OneDrive.

Third-Party File Storage Solutions

NLLS does not recommend that Member Libraries utilize third-party file storage outside of OneDrive, such as DropBox and Google Drive. If set up incorrectly, these programs can cause issues with network speeds and computer performance. Additionally, NLLS is not equipped to provide the same level of user support for these alternatives.

Storing Files on Your Computer

NLLS strongly recommends against storing files directly on your computer or an external hard drive without additionally utilizing OneDrive as computers and external hard drives can fail without warning. Most critically, NLLS often does not have the ability to recover lost data from failed computers and drives.

Questions?

If you have any questions, contact the TSI Department at ask@nlls.ab.ca.