

We can't have it all: Novell Quotas

CIT is charged with the stewardly use of technology resources on our campus. When we go through the budget process each spring we must prioritize the requests against the resources.

Our file servers are quickly filling up and we are faced with the option of purchasing additional storage space or finding other ways to control the use of file storage space. In the past when faced with this problem, we purchased more storage space. This year we decided that due to time, resource, and cost restraints, simply purchasing additional storage space was no longer a viable option. The Information Services Committee approved the following quotas on personal and departmental disk space:

Faculty/Staff home space

- 20 GB per faculty/staff member to be used for work related, instructional and research files.
 - **Faculty:** Additional space may be allocated from the dean's pool* or purchased** with grant money.
 - **Staff:** Additional space may be allocated with Vice Presidential approval from his or her pool.

Departmental shared space

- 100 GB per department for departmentally shared material.
 - **Academic:** Additional space may be allocated from the dean's pool* or purchased** with grant money.
 - **Administrative:** Additional space may be allocated with Vice Presidential approval from his or her pool.

Collaborative Space

- Faculty, Staff, or Calvin organizations may request up to 5 GB of collaborative space without administrative approval.
 - **Additional** space may be allocated from the dean's pool, or allocated with Vice Presidential approval from his or her pool or purchased with grant money,

Global common space

- There will be no quota on the global common area (replacing the current m:\common) but files and folders stored here will be deleted if not accessed for a year.

Pools

Based on the additional file server space available after home and department quotas are in place we have 750 GB of additional space to be placed in the pools.

- Provost: 500 GB pool
- Vice President for Administration, Finance, and Information Services: 100 GB pool
- Vice President for Advancement: 50 GB pool
- Vice President for Enrollment and External programs: 50 GB pool
- Vice President for Student Life: 50 MB pool

Procedure

1. CIT will run monthly reports for home, department, and team directories. If any of those directories are close to the quota the person or department will be notified.
2. If you need additional space for your home, department, or team directory please contact the Provost or Vice President for your area.
3. Provost / Vice Presidents approving additional space will submit their approval to the HelpDesk at helpdesk@calvin.edu . CIT will keep track of this space and notify the Provost / Vice President if they are getting close to the limit on their pool.