

Stewart Library

Computer Purchase & Replacement Standard and Guidelines

Last Updated and approved 12/6/2021

Purpose

This standard and guidelines apply to all benefit-eligible employees of the Stewart Library (SL) and to the purchase of all computer-related equipment issued and/or maintained by SL.

Equipment Purchase for University Business

All purchases of computer equipment must be coordinated with and approved by the IT Support Specialist before approval from the Dean or purchasing party. All machines and peripherals purchased using University funding are the property of the University. The machines and peripherals must be used only in a way that adheres to the PPM of the University. Machines and peripherals may be taken away at any time if it is deemed they are not being used in accordance with University policy.

Computer Replacement Cycle

Benefit eligible positions will be assigned one primary workstation. This station may be a laptop or a desktop computer. The machine assigned to the user will be the primary station and covered under the computer replacement cycle. All other machines assigned to a user must be upgraded by the department the user belongs to, or special requests can be made for the SL to provide funding or other arrangements at the Dean's discretion. Computers and peripherals (such as scanners) that are related to the unit's core functioning are not included in this policy and are on a separately scheduled replacement cycle.

All machines that meet the criteria to be replaced must be returned to the IT Specialist. Users may not keep replaced machines unless approved by the IT Specialist and the Dean. If a user is given approval to retain a machine after its replacement date, then the library is no longer financially responsible for any upgrades or replacement of the machine.

Eligible Positions, Directors, Admins

A minimum of a four (4) year cycle will be used for all machine upgrades. This date is calculated based on the date of first assignment, not the date of purchase.

Classroom Computers

A minimum of a four (4) year cycle, or the length of the warranty, will be used for all classroom computer upgrades. This date is calculated based on the date of first assignment, not the date of purchase.

Non-Benefit Eligible Employees

Computers needed for non-benefit eligible faculty and staff will be purchased by the overseeing department or pulled from the library's redistribution pool and/or Property Control. This includes student workers, seasonal employees, employees hired for special projects, or temporary users. These machines are not under the replacement responsibility of the library and will not have regular update cycles.

Damaged or Inoperable Machines

Any machine that is damaged or inoperable before the four (4) year replacement cycle ends will be assessed by the IT Specialist. If the machine is damaged or inoperable and is not covered by the warranty, the Dean will provide funding for the repair or replacement of the machine.

If a machine is repaired during the replacement cycle, the original replacement cycle remains at the time of first issue. Replacement cycles will not reset when changes are made to machines.

If a machine is replaced, a new replacement cycle will be initiated at the date of first assignment for the new machine.

Inherited Machines

Replacement personnel will inherit the machine from their predecessor unless another arrangement is approved by the IT Specialist or Dean. The machine will maintain the original upgrade cycle from the date of first assignment.

Standard Computer Configurations

The IT Specialist will maintain a list of machines that are approved for library purchase. This list will include multiple options for desktop and laptop machines. The cost of each machine on the list will be equal to or less than the approved per-machine cost from the Dean.

Peripheral Devices

Desktops

All issued desktop computers, purchased for benefit-eligible employees, will be issued with a CPU, monitor, keyboard, camera, microphone/headphones and mouse.

Laptops

All issued laptop computers, purchased for benefit-eligible employees, will be issued with a CPU and a compatible docking station (for office) along with standard monitor, keyboard, microphone/headphones, and mouse.

Extra Peripherals

Peripheral devices include extra monitors, adapters, printers, speakers, etc. Requests may be made to the Dean or Departmental Manager to provide funding for extra peripherals, and will be decided on a case-by-case basis.

Off Campus and Mobile Devices

University owned, off-campus devices must follow the same policies as on-campus devices. Off-campus devices must be used in accordance with the PPM of the University.

Desktops

All University owned desktop computers for off-campus use must be approved by the IT Specialist. An off-campus release form will be signed by the IT Specialist and the user to whom the device is issued. All University owned off-campus devices must be brought to campus and connected to the network or connected to the Weber State VPN at least once a month. Off-campus devices must stay in their original configuration, and internal components cannot be replaced by personally purchased components.

Mobile Devices

All mobile devices (excluding laptops that are the primary work computer) will require a checkout form to be signed by the user to whom the device is issued. Mobile devices include iPads, Android tablets, and laptops. All University owned, off-campus devices must be brought to campus and connected to the network or connected to the Weber State VPN at least once a month.