

## **Allocations of Computer Hardware and Printers for Faculty and Staff**

May 12, 2008

Approved by:

### **Rationale and Purpose of Policy**

Technology Services is solely responsible for the purchase and deployment of all computer hardware and peripheral devices. Full-time faculty or staff requiring a computer system as part of their job duties will be provided with either a desktop system or laptop. Part-time faculty and staff are assigned desktops that may be shared with other part-timers. Faculty or staff may request a laptop on a temporary basis (no longer than two weeks) through the laptop loaner program.

### **New Positions:**

If technology is needed to support a new position, the technology request should be submitted in conjunction with the request for the new position as part of the annual budget process. The department head can request either a desktop model or laptop. Laptops do not include docking station or extra monitor. If a printer is required, this needs to be indicated on the budget request.

Midyear requests for technology will be filled with equipment from the current inventory.

### **Standardization**

#### ***Computers***

The standardized operating system for individual desktops and laptops is Windows.

#### ***Printers***

In areas where multiple employees work in a centralized office environment a network printer will be installed. Inkjets and personal laser printers currently installed will not be removed, however as they are taken out of service, they will not be replaced in areas served by a network printer.

A department using the laser printer will be responsible for consumables (toner, paper). Technology Services will provide service and maintenance. Special features on networked printers will be determined based upon need.

Ink Jet printers out of service must be replaced by network printers, or if the circumstances justify it replaced with a small laser desktop jet.

### **Separation of Service of Employees:**

When an employee separates from service to the college, it is the responsibility of the supervisor to make sure that Technology Services is notified and all technology is returned to the department. The equipment may be reassigned to the faculty or staff member replacing the previous user. Requests for different equipment should be made through the annual budget process.

### **Rationale and Purpose of Policy**

Technology Services is responsible for accurate accounting for all computers and printers on campus and these resources are allocated as part of the budget cycle.