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Educational Support Services

Equipment Replacement

to state the policy regarding the systematic upgrading of the library's technology resources

Statement of need

The library provides a variety of information technology resources for RCC's students, faculty, staff, and community patrons to fulfill its mission and the mission of the institution. All users must adhere to the rules of the library as well as to the College's Acceptable Use Policy. Use of these resources is a privilege, not a right. Responsible, ethical behavior is required.

Because technology is rapidly changing, it is necessary that the library keep abreast of these changes and provide for the future needs of its patrons. This policy provides a systematic plan to address those needs within the framework of the Library Services Technology Plan.

Replacement cycle

Recognizing that the upgrading of technology resources is essential to fulfilling its mission, the library staff will formally evaluate the library equipment on a biennial basis as an integral part of budget planning for the upcoming fiscal year. Informal evaluations will be conducted as necessary. As funds are available, equipment will be upgraded on a five-year cycle unless evaluations indicate the need for earlier replacement.

Equipment evaluations will consider information obtained from the following sources:

1. Library staff
2. Library evaluations and surveys
3. Focus groups comprised of faculty, staff, and students
4. Library patron comments and suggestions

In case of insufficient funding, priorities for equipment replacement will be established based on the following:

1. Number of computers currently available for the resource
2. Usage statistics
3. Criticality of the proposed or expanded resource

(Revised:)

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Categories of computer usage

Each computer will be formally evaluated biennially with regard to its ability to process necessary information resources. Informal evaluations will be conducted as necessary.

Levels of use include:

1. Research workstation - access to Internet, CD-ROM, and software applications
2. Staff workstation - all types of access
3. Online catalog computer - limited to CCLINC

Plan for redeployment of computers

As new computers are purchased, older computers will be used to provide information resources that require a lower level of technology. This redeployment will have the effect of continuously removing the lower end computers from usage.

Policy review

This policy will be reviewed on a biennial basis for currency and to make certain it is consistent with the institution's policy.

Specifications for equipment

Computers will be purchased according to North Carolina Purchase and Contract regulations. Because of rapidly changing technology, purchases will always be made with future needs in mind.