

4-8-2014

Library Computing Area Software Adoption Guidelines (April 2014) NPML Guideline--010

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Recommended Citation

Nelson Poynter Memorial Library, "Library Computing Area Software Adoption Guidelines (April 2014) NPML Guideline--010" (2014). *Library Guidelines*. 19.
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Subject: *Library Computing Area Software Adoption Guidelines*

Functional Area: *Systems*

Date of Origin: 2014-04-01 **Date Last Reviewed:** 2014-04-08

I. INTRODUCTION (Purpose and Intent)

The Poynter Library hosts several areas for computing which include the Information Commons, located on the first and third floors of the Nelson Poynter Library, the Library Instruction Classroom in POY 218, the Assistive Technologies Room in POY 136, and affiliate users computing kiosk. Currently these areas provide computing services through multiple software packages for use in student coursework and library instruction. Most commonly used tools include the MS Office suite of desktop publishing tools, access to USF learning management systems, and virtual applications most commonly requested by faculty and students of USFSP. A full listing is available online at <http://lib.usfsp.edu/systems>. Information Commons' computers are managed by NetID, allowing access only to currently registered students, faculty, and staff. In addition to the desktop publishing tools, these computers also provide access to USF System databases, the System's Learning Management System, and the Internet. Network-based color and black & white printing are also available from all locations.

II. STATEMENT OF POLICY

Supported exclusively by the Nelson Poynter Library Systems Office, the primary goal is to provide access to the library's print and electronic materials and services. A secondary goal is to provide an additional open access lab area for USFSP students to use course specific software allowable by College units having demonstrated institutional need. Assistive Technologies software offerings are based upon current student need in coordination with Student Disabilities Services. Requests for software applications and configurations that are not compatible with these goals will be redirected to the Office of Campus Computing. Instructional support extends only to library-specific applications. Students will need to contact their instructor for course-specific software support.

Requests for additional software should meet the following criteria:

- Requestors must allow a minimum of two weeks lead time for requests to be reviewed. Software installations will be scheduled during appropriate and feasible times, normally occurring during breaks between semesters.
- All software must either be USF site-licensed software where the University has unlimited usage rights on USF equipment, or must be accompanied by proof of purchase and fully licensed to cover all library student-use machines.

- All software must contain or be accompanied by a license file and/or documentation that will be housed in the Library Systems Office for copyright and auditing compliance.
- Requesting faculty are expected to participate in conducting an adequate test of the software after installation.
- Software must run in an exclusively local environment, not requiring off-site connectivity or server-based file storage or support mechanisms.
- Adhere to the USF Network Usage Policies, as well as operate within the restrictions of the library network firewall.

Requests should be made to the Library Systems Office at (727) 873-4402, or systems@nelson.usf.edu and are subject to approval by the Dean of the Library.

Authorized by:

Dean of Library

Library Leadership Team