



**INFORMATION TECHNOLOGY SERVICES
POLICIES AND PROCEDURES**

Policy Name: Lab Implementation Policy

Policy Number: ITS-LAB-002

Subject: Lab Software/Hardware Installation

Initial Effective Date: 2/23/06

Approval: C. Durbin

Last Revision Date: 6/21/07 BSO

I. DESCRIPTION:

It is ITS policy to require proof of license or ownership and sufficient notification for new hardware and software being installed in computer labs. All hardware and software for use in College computer labs must be owned by or licensed to Albright College.

II. PURPOSE:

This policy allows ITS staff sufficient time to test new hardware and software and deploy it in an organized and timely manner. It also protects the College from legal liability in the case of license agreements.

III. SCOPE:

This policy applies to all College employees requesting new hardware or software installations in computer labs.

IV. RESPONSIBLE PARTIES:

Any ITS employee installing hardware or software in a lab is responsible for obtaining the required proof of license or ownership. Employees (instructors) who request that hardware or software be made available in a lab are responsible for providing sufficient notice as outlined below.

V. REFERENCES:

VI. PROCEDURE:

1. Faculty or staff must contact the ITS Help Desk to make a request for a new lab installation.
2. ITS requires the following notice for new lab hardware or software:
 - a. 2 weeks notice for new software to be installed in the labs.
 - b. New hardware lead times vary depending on the equipment needing to be installed. A new printer, scanner, or individual computer installation requires the same lead time as software, with consideration for order processing and delivery time.

- c. An entirely new computer lab or upgrade of computers requires 6-8 weeks notice.
3. Each requestor must provide a copy of any software and license in order for the ITS technician to test any software and verify license compliance. If the software was not purchased by ITS, a copy of the Purchase Order and Invoice are also required, and may substitute for the actual software license if necessary.
4. If software is compatible and properly licensed, ITS will implement the new software within the allotted time (2 weeks or less) and notify the requestor when it is complete. ITS will retain the original software and documents, but may distribute copies to the requestor if necessary and permitted by the software license.

VII. EXCEPTIONS:

1. Demonstration, Trial, Shareware, and other software with time or use restrictions will not be installed in the labs.