

## [My Library]

### Technology Replacement Plan

Each year the library replaces and/or rotates equipment to best serve the needs of the library's community. This is illustrated in the library's equipment replacement schedule. Whenever possible, equipment replacement will align with the goals and strategies of the library, but still be flexible enough to meet evolving needs.

Trends are moving toward a shorter replacement cycle for computer hardware as prices drop and are viewed as disposable items. Computer hardware is more reliable these days, and replacing a computer every two to three years according to current trends does not represent a wise use of public money. Therefore, this replacement plan represents a more reasonable and responsible approach to technology replacement that is based on a four year cycle.

Network, printer, and copier hardware replacement cycles are generally longer. Since we purchase business class hardware, we can expect a minimum lifespan of five years for most of this type of equipment. However, we will never allow equipment to go beyond its end of service date.

The library maintains an up-to-date inventory of all technology related hardware. The inventory document or software will list the proposed replacement dates for each piece of hardware, and the cost of the item. These numbers will provide us with the basis to prepare a technology replacement budget for any given year.

#### Hardware Specifications

To ensure that hardware will last for our intended usable lifespan, we will purchase the best business class hardware that we can afford within the limits of our budget.

Desktop and laptop computers will be purchased with the best processor that is available (at this time an i7 processor for Intel-based computers), at least 8GB of memory, and 500GB hard drives. The operating system will be current and supportable by our staff. If monitors require replacement, 20" monitors will be the minimum size.

Network devices will have all gigabit interfaces and will support the most current approved networking protocols. In particular, Wi-Fi protocols are evolving to handle more bandwidth and provide better speeds. We need to stay current with these protocols since our customers will connect to our network with devices that are able to take advantage of newer technologies.

#### Hardware Replacement Cycles

These goals are based on best practices. There will be times where these cycles may not be warranted or the budget may not allow.

- Replace desktop and laptop computers every four years.
- Replace servers every five years
- Replace network equipment every five to seven years (firewall, switches, routers, access points)
- Replace printers and copiers every five years– this timeframe may be more fluid. We will monitor usage and repair records to determine the best replacement cycle, but five years is a good starting point.
- Smartphones and tablets should be replaced every 2 – 4 years. This means that the device will generally be no more than 1 generation behind the newest device

## **Software Upgrade Cycles**

Software will be updated on a regular basis, and upgraded as necessary.

Many software updates include security patches that help protect the hardware it is running on, the stored data, or the network. Running updates on a monthly schedule will help protect us from malware, data breaches, and hacking attempts.

Upgrading software is not always necessary, but is advisable. Software companies will generally support multiple versions of their software for a period of time, which will provide us with the ability to test the new software before deployment. Software will never continue to be used beyond its end-of-life date.

## **Hardware Disposal**

All replaced hardware will be disposed of in a manner that is responsible and meets local, state or federal laws. We will either recycle the hardware at our local waste management facility or contract with a computer/electronics recycling company. In some cases, the manufacturer of the hardware will recycle the hardware for a nominal fee.

If we dispose of PCs, laptops or servers on our own, we will reformat the hard drives to remove any library or personal data.

Software will be uninstalled and discarded according to the licensing agreement.