4.11 Learning Resources Centers—Equipment Replacement Policy

Last Revised: April 2011

Policy: Piedmont Community College provides information technology resources at various College locations to support faculty and students.

Purpose/Definitions: The following outlines the procedure for the handling of the Learning Resource Center’s equipment.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Instruction and Student Development has monitoring authority for this policy.

Procedure: The College recognizes that rapidly changing technology requires frequent upgrading and replacement of information technology equipment, electronic networks, and software. The College has in place an annual process for reviewing the need for new instructional equipment and equipment upgrades for the campus. The Learning Resources Centers’ staff are involved in this process and are assisted by the Technology Committee (College Standing Committee).

The Dean, Learning Resources Center submits annual requests for equipment replacement and upgrades to the Vice President, Instruction and Student Development. The Vice President submits these requests to the College’s Budget Committee that consists of the President, vice presidents, and the Director, Financial Services.

Piedmont Community College intends to purchase or upgrade computers in the Learning Resources Center as necessary and, at a minimum, every five (5) years, because technology has become an essential means of conducting library business. Computer equipment is basic to the effective execution of duties of the Learning Resources Center staff in all areas of library science and to the public for accessing current information or materials not owned locally in print format. Acknowledging the rapid pace of changes in technology, Piedmont Community College’s Learning Resources Center plans to replace computer equipment on a schedule in keeping with the best practices of industry, currently every three (3) to five (5) years. In cases of insufficient funding to address all of the identified needs, priorities will be established based on (1) number of computers available on site, (2) usage, and (3) critical nature of work. Supplemental funds will be sought as necessary to address gaps in need.

As existing comprehensive machines are replaced, their designation will be appropriately downgraded, and they will be reallocated to less intensive use within the Center or on campus. Said reallocation(s) will remove the most outdated equipment from general staff and public use.

Legal Citation:

History: Effective July 1999; Reviewed February 2011