Software Media/Documentation Guidelines

Faculty/Staff Software:

For software used by SCC staff

The IDT Software Coordinator will deliver all media and manuals purchased for SCC staff, after check-in to Renee Carson (Brian Lenz) for storage.

For software used by SCC staff	Service Request is referred to SCC for installations.

After installation pickup from Renee Carson (Brian Lenz), all media is returned to them for storage.

For software used by ACS (Outside Customers)

The IDT Software Coordinator will keep all media and manuals purchased by the Library for use by outside customers, after check-in for installation pickup and storage. ***Note***: *This is primarily the standard Library supported-software.*

For software used by ACS (Outside Customers)	Service Request is referred to ACS for installations.

Pickup of software media is via the Software Sign-out Logs kept by both the IDT Software Coordinator and designee. After installation, all media is returned to the IDT Software Coordinator or designee, and noted on the Software Sign-out Logs. Application manuals, if any, are left with the user who is assigned the software. Technical/setup manuals are kept by the IDT Software Coordinator or designee, and distributed either to the storage cabinets or the appropriate support group's reference bookcase.

For software used by all other Units' faculty/staff in the Library

The IDT Software Coordinator will keep all media and manuals purchased for the Library's use for installation pickup and storage.

For all Win PC/Mac installs	Service Request is referred to SANS for installations.
For all UNIX installs	Service Request is referred to TI for installations.

Pickup of software media is via the Software Sign-out Logs kept by both the IDT Software Coordinator and designee. After installation, all media is returned to the IDT Software Coordinator or designee, and noted on the Software Sign-out Logs. Application manuals, if any, are left with the user who is assigned the software. Technical/setup manuals are kept by the IDT Software Coordinator or designee, and distributed either to the storage cabinets or the appropriate support group's reference bookcase.

Public Software:

For software used by SCC or COLAs users

Technology Support will deliver 50% of all media and manuals purchased for SCC or COLAs, after check-in to Renee Carson (Brian Lenz) for installation pickup and storage. The remainder is stored in 4th floor IDT storage cabinets.

For software used by SCC or COLA's	Service Request is referred to SCC for installations.

After installation pickup from Renee Carson (Brian Lenz), all media is returned to them for storage.

For software used by Public users in the Library

The IDT Software Coordinator will keep all media and manuals purchased for the Library's use for installation pickup and storage.

For all PC/Mac installs	Service Request is referred to SANS for installations.

Pickup of software media is via the Software Sign-out Logs kept by both the IDT Software Coordinator and designee. After installation, all media is returned to the IDT Software Coordinator or designee, and noted on the Software Sign-out Logs. Application manuals, if any, are left with the user who is assigned the software. Technical/setup manuals are kept by the IDT Software Coordinator or designee, and distributed either to the storage cabinets or the appropriate support group's reference bookcase.