

Presque Isle Community Library	
Title:	Equipment Budgeting Policy
Original Adoption Date:	August 09, 2016
Suggested Review Cycle:	3 years
Revision Date(s):	October 13, 2020

- 1) **PURPOSE:** To define critical library equipment items and lifecycles for purposes of long term budgeting
- 2) **POLICY:** The changing role of libraries from print repositories to that of being information technology providers dictates that those technology tools require attention, just as a collection policy reflects acquisitions, maintenance, culling of materials, and suggested inventory cycles.

Both the rapid changes in technology tools and the increasing service demands for these tools require attention by library staff, volunteers and trustees to insure that unit hardware and software is functioning properly and at a performance level consistent with standards recommended by Northern Waters Library Service. Annual budgeting needs to provide for expenditures related to unit maintenance, upgrades and systematic replacement in an appropriate timeframe.

The Library Director shall maintain a list of major equipment item purchase dates. This list should include:

- a) Computers & Laptops ; Peripheral computer equipment including printers, scanners, keyboards, monitors, switches, routers and other necessary hardware also needs to be treated in a similar manner both with respect to operational maintenance and replacement schedules.
 - b) Copiers and fax machines
 - c) Projection equipment
- 3) **GUIDELINES**
 - a) NWLS recommends computers in excess of 5 years of age should be considered for replacement. The Library Director should work with the Board Treasurer to create a replacement projection schedule.
 - b) Copiers, fax machines, and projectors have routine annual maintenance. The Library Director should work with the Board Treasurer to create a replacement projection schedule.