

Montana State Library Commission Procedures

MSL Hardware/Software Procurement and Installation

Objectives

- Maintain IT asset management ;
- Ensure all hardware and software purchased has approved ITPR;
- Ensure ITSD and Manufacturer compliance is met;
- Ensure all software and hardware is installed by MSL Network Administrator (NA) or with NA awareness and approval;
- Ensure all software purchased is documented and original media is stored in the NA office;
- Ensure license and warrantee are renewed as necessary.

Procedure

- User, with supervisor approval, will work with NA to research software/hardware for the best configuration and price to adequately meet the user's job responsibilities.
- User will gain supervisor approval, and the approval of the division administrator if not the direct supervisor, to purchase software or hardware. Supervisor will advise Central Services and NA of approval and Org to charge via email.
- NA will determine if ITPR is needed and work with user to complete ITPR if necessary.
- NA will submit information, including approved ITPR if applicable, to Central Services for purchase.
- All software will be ordered under the name of Montana State Library.
- Once hardware/software is delivered and all PO processing is completed by Central Services the items will be delivered to the NA with copy of PO attached.
- The NA will file all documentation in a cabinet located in the NA office, prepare all software and hardware for installation, update asset management documentation, and make sure MSL asset tags are put in place by Central Services before delivery to user.
- Workstation software will be registered to MSL Staff rather than an individual user name. Server software will be registered to MSL Network Administrator. When an email address is required to register the software the Resource Mailbox MSL_licensing will be used. Any additional log ID or password required for installation, licensing, or maintenance (not for user access) will be assigned by the NA. The NA will store the log ID and password with the software and will advise Central Services of the log ID and password for storage with the purchase order file.

*MSL_Licensing resource mail box will be managed by the NA but exposed to the CIO, the Central Services manger, and purchasing staff.