



SCKLS Computer Disposal Policy

The South Central Kansas Library System (SCKLS) does not support, rebuild, or repurpose any computer that is over five years old, was not purchased directly through SCKLS, or utilizes an operating system that is no longer supported by its developer.

Please choose the suitable SCKLS computer disposal option that your library would like to use from the list below:

Option 1

_____ Our library requests that SCKLS takes, free of charge, the technology listed on page 2 for recycling. The hard drives will be shredded and the remainder of the computer(s) will be properly disposed of at an e-waste site.

SCKLS requires that any library seeking to recycle staff computers must retain the computer for a minimum of 30 days. During this period, it is essential to ensure that all necessary files, images, videos, passwords, programs, licensing information, and any other relevant data are accessible on the new computer designated to replace the old one. The member library is solely responsible for verifying access to all required files and data.

I hereby confirm that our library has access to all necessary data (including files, images, videos, passwords, programs, licensing information, etc.) from the computers designated for recycling.

I acknowledge that once the computers listed on page 2 are removed from the library, we will no longer have access to them or any of its data. Additionally, I understand that it is not the responsibility of SCKLS to ensure a complete transfer of files to the newly upgraded computers. We recognize that SCKLS has migrated files only from the below listed locations, provided they possess the necessary permissions for copying to another drive:

1. Downloads, Documents, Pictures, Music, and Video
 - a. SCKLS advises that libraries wishing to migrate files from the Downloads folder use extreme caution and delete files and installers deemed unimportant or unnecessary during the install.
2. Folders, outside of the above listed folders, that the librarian requested to be moved at the time of install.
3. Browser bookmarks from the primary browser used by the library

Option 2

_____ Our library wishes to manage the disposal of our outdated technology internally. We recognize that SCKLS will not provide repurposing, rebuilding, troubleshooting, or support for any device listed on page 2 after the specified date below.

Librarian: _____ Date: _____

Signature: _____ Library: _____

Technology Policies

Serving Barber, Butler, Cowley, Harper, Harvey, Kingman, McPherson,
Reno, Rice, Sedgwick, Stafford, and Sumner County Libraries



South Central Kansas Library System

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Computer(s) to be disposed of by SCKLS through an e-waste vendor.

PC Make/Model: _____ Service Tag: _____

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PC Make/Model: _____ Service Tag: _____

PC Make/Model: _____ Service Tag: _____

SCKLS STAFF ONLY

Printed Name: _____ Date: _____

Signature: _____

Library e-waste being collected from: _____

Questions regarding this policy should be directed to one of the following SCKLS staff:

- a. SCKLS Director of Information Technology
- b. SCKLS Automation and Technology Services Coordinator