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

Technology Policies

SCKLS

South Central Kansas Library System

SCKLS Licensing Policy

Licensing Summary

SCKLS will not install, provide support or troubleshoot any software or hardware solution deemed to be in violation of licensing terms and conditions. If discovered, SCKLS will notify the librarian, verbally and in writing, of unlicensed software, and recommend its removal. SCKLS will not support any device that has unlicensed or illegal software installed and will discontinue all SCKLS technology support and grants to the library until the library is no longer in violation of licensing.

SCKLS does not support any software or hardware that the library does not directly have a legal license.

SCKLS does not support any software or hardware, licensed or not, that is not used solely for member library purposes.

SCKLS does not support any software or hardware that has been discontinued or has reached end-of-life by its developer.

SCKLS does not purchase, install, support or troubleshoot server software or hardware of any type.

SCKLS will consult with third party vendors, contracted with by the library, and in instances of automation and/or patron management system upgrades in which server software and/or hardware are involved. SCKLS will provide assistance on a consultant basis only. If your library needs server support, SCKLS may provide a list of IT vendors your library may contract with for service.

TechSoup Licensing Eligibility

SCKLS assists eligible member public libraries in acquiring software, primarily *Adobe Acrobat Pro (Adobe), QuickBooks (Intuit) and Microsoft Office (Microsoft)* boxed products from *TechSoup*. Subscription services for these products are currently not ordered or supported by SCKLS. *TechSoup* provides nonprofits with 501(c)(3) designation and public libraries with either a valid 501(c)(3) nonprofit status or listed in the *Institute of Museum and Library Services (IMLS)* database **AND** you also meet the individual eligibility requirements of specific donor partners to request product donations from those partners' donation programs. Eligibility, rules and number of licenses available vary by product and vendor based on the *TechSoup* year which runs from June to July as well as vendor set eligibility guidelines.

Schools, academic institutions, special libraries or any other organization that is not (A) a member library with a valid 501(c)(3) nonprofit status or (B) a public library with either a valid 501(c)(3) nonprofit status or be listed in the *Institute of Museum and Library Services (IMLS)* database is not eligible to purchase or use products purchased through *TechSoup*.

Libraries acquiring licenses through *TechSoup* must complete and sign the SCKLS TechSoup / Donor Agency Software Ordering and Support Policy and the SCKLS Software Management Release form.

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
c. SCKLS Director

Implemented: 1/8/2018 - Revised: 4/10/2023