



SCKLS TechSoup / Donor Agency Software Ordering and Support Policy

SCKLS Member Libraries who purchase and/or have SCKLS purchase and install any software on their behalf must agree to and follow the below procedures:

1. Sign a SCKLS Software Management Release. (updated whenever a new director hired)
2. Pay for software using an official library credit card or reimburse SCKLS with an official library check.
3. Certify the software being purchased will only be used on library owned computers AND that the library will follow the rules and regulations as outlined on the following pages by the donating vendor.
4. Acknowledge that copyright to the products ordered through TechSoup, are registered trademarks or registered service marks of applicable donor agency in the United States and other countries.
5. Organizations requesting Adobe, Intuit and/or Microsoft products must agree to any applicable terms of service.

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

- A. SCKLS Director
- B. SCKLS Director of Information Technology
- C. SCKLS Automation and Technology Services Coordinator

Donor Agency: Adobe - Rules and Regulations for Software Purchased Through TechSoup

Anti-discrimination policy: (Adobe) Organizations that advocate, support, or practice discrimination based on age, ethnicity, gender, national origin, disability, race, size, religion, sexual orientation, or socioeconomic background are not eligible to participate in this program. Organizations must be willing and able to attest that they do not discriminate on any of these grounds in order to receive donations.

Nonprofits and libraries only:

Products in this program are available only to qualifying nonprofits with 501(c)(3) designation and to public libraries. Public libraries must either have valid 501(c)(3) nonprofit status or be listed in the Institute of Museum and Library Services (IMLS) database.

Product distribution:

Donated products will be distributed under this program to qualifying organizations only, not to individuals. Discounted rates will be distributed to individuals of qualifying organizations only. Recipient organizations may not transfer or resell Adobe products.

Donor Agency: Intuit (QuickBooks) - Rules and Regulations for Software Purchased Through TechSoup

Anti-discrimination policy: (Intuit / QuickBooks) Organizations that engage in discrimination when offering or providing social services or in employment practices (hiring, compensation, training, promotion, termination, or retirement) on the basis of race, color, sex, national origin, religion, age, disability, gender identity or expression, marital status, pregnancy, sexual orientation, political affiliation, union membership, or veteran status, other than as allowed by law, are not eligible to participate in this program.

Nonprofits and libraries only:

Products in this program are available only to qualifying nonprofits with 501(c)(3) designation and to public libraries. Public libraries must either have valid 501(c)(3) nonprofit status or be listed in the Institute of Museum and Library Services (IMLS) database.

Product distribution:

Products will be distributed under this program to qualifying organizations only, not to individuals. Recipient organizations may not transfer or resell Intuit products.

Donor Agency: Microsoft - Rules and Regulations for Software Purchased Through TechSoup

Anti-discrimination policy: (Microsoft) Microsoft values and respects individual and cultural differences and is committed to providing an inclusive environment that is welcoming and free from discrimination. Therefore, organizations are not eligible to participate in this program if they have a policy or mission of discrimination in hiring, compensation, promotion, termination, retirement, training, programs, and/or services based on race, color, sex, national origin, religion, age, disability, gender identity or expression, marital status, pregnancy, sexual orientation, political affiliation, union membership, or veteran status. The only exception to this policy is for religious organizations that are exempt from laws that prohibit such discrimination.

Case study:

Recipient organizations must be willing and able to provide information to Intuit for the purposes of creating a case study or testimonial on this program.

Nonprofits and public libraries only:

Donated products are available to nonprofits with 501(c)(3) designation and to public libraries. Public libraries must either have valid 501(c)(3) nonprofit status or be listed in the [Institute of Museum and Library Services \(IMLS\) database](#). Public libraries without a 501(c)(3) designation may request donated products through this program only for use on public access computers or on computers that are used to directly manage either the public access computers or the library's public access program. Microsoft reserves the right to grant or deny an organization's request at any time, for any reason.

Product distribution:

Products will be distributed under this program to qualifying organizations and libraries only, not to individuals.

Products are intended only for use by paid nonprofit employees and unpaid full-time equivalent (FTE) staff who have material day-to-day managerial, operational, and fiduciary responsibilities, and who will not use the license for personal income generation. Volunteers, members, and beneficiaries of the nonprofit are not eligible for nonprofit licenses and subscriptions.

Recipient organizations may not transfer or resell Microsoft products to other organizations, including partner nonprofits or legally independent sister organizations.

Microsoft products may not be installed on computers that will be given to or sold to other organizations or individuals, even as part of a charitable program.