



## **SCKLS Time and Print Management Policy**

Commercial software and/or hardware products allow for time, reservation, print and cost management from library owned computing devices and, in some cases, patron owned devices. If you are interested in learning more about these products SCKLS may provide a list of vendors and products.

SCKLS member libraries are responsible for contacting and working directly with third party vendors to determine which solution best meets the needs of the library. SCKLS may provide consultation and limited support, in cooperation with the chosen vendor, with the initial implementation of the chosen solution. Member libraries requesting SCKLS assistance are responsible for maintaining an annual maintenance and support agreement with the vendor.

Print management solutions have an initial purchase fee, configuration and installation fee and ongoing annual maintenance and support fees. The initial purchase, configuration and installation fees are eligible for a SCKLS General Technology Matching or Automation Matching Grant application.

Annual maintenance and support fees are the responsibility of the library and are ineligible for SCKLS grants.

### **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