Technology Policies

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

SCKLS

South Central Kansas Library System

SCKLS Computer Replacement Policy

The South Central Kansas Library System does not provide support, rebuilds, or repurposing services for computers that are over five years old or that utilize an operating system that is no longer supported by its developer.

We recommend library owned computers being replaced follow the below process.

Staff and Patron Computers

SCKLS removes supported licensed software, such as Ransomware Recovery Manager, AKA, SmartShield, Deep Freeze, Ninite Pro, Microsoft Office, Webroot, etc. that are installed on supported devices being replaced. SCKLS does not reformat or rebuild hard drives on devices.

We are committed to migrating library-related data during the transition to new computers; however, we cannot ensure that all files will be transferred due to their potential locations outside of the standard Microsoft Windows directories (Downloads, Documents, Pictures, Music, and Video). Librarians who have stored files in locations other than these standard directories must inform SCKLS staff of any alternative file locations that need to be included in the migration to the new computer(s) installed by SCKLS.

Library staff computers must be retained for a minimum of 30 days before recycling or disposal. This retention period allows SCKLS to access the old computer in instances where specific data or programs have not been transferred during the installation of the new computer. After this 30-day period and at the library's request, we can facilitate the removal of licensed software and library files, and arrange for the recycling of the old computer. During this process, the recycling vendor will ensure that the hard drives are shredded.

SCKLS recommends that libraries wishing to dispose of (sell or donate) old technology in-house:

After the 30-day period, if a library decides to sell or donate outdated technology independently, it is essential that the hard drives are properly wiped or formatted, as they may contain confidential files, documentation, and links that are not intended for public access.

1. **Reformat the hard drive:** Once a computer hard drive is reformatted the computer will not boot (operate) until an operating system is installed by the library or the individual purchasing the device.

2. **How to Wipe a Computer Hard Drive**
   https://www.sckls.info/services/continuing-education/video-recordings/how-to-wipe-a-computer-hard-drive

3. When selling or donating technology, it is crucial to notify the recipient that the device is provided "as is." The library does not guarantee the functionality of the device and will not provide any support.

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

Implemented: 1/14/2021 - Revised: 8/26/2024