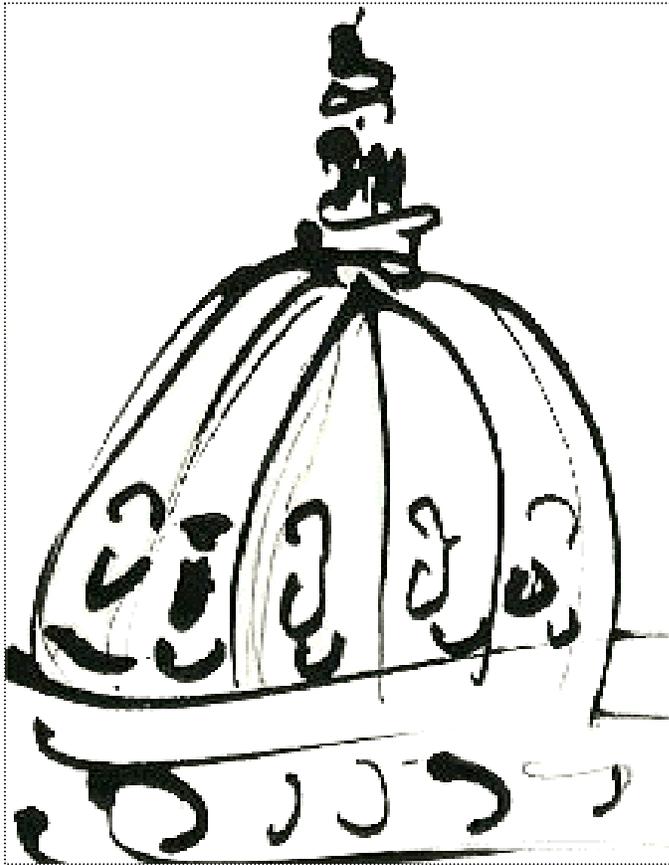Information Use Management and Policy Institute

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Public Libraries and the Internet 2006: Study Results and Findings

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APPENDIX 4-C: SUMMARY OF PUBLIC LIBRARY IT & NETWORK SERVICES

Introduction

Almost every library information technology manager visited as part of the *2006 Becoming Successfully Networked Public Libraries* case studies noted the need for a short summary of a public library's information technology and networked services. This *Summary* would be useful to:

- Library information technology managers administering several branches,
- Systems or State Library staff consulting on a library's IT,
- Vendors servicing technology, and,
- Anyone needing a quick overview of a library's IT and networked services.

The inspiration for this *Summary* is Dan Lhotka, Technology Specialist with State Library and Archives of Florida who developed his 2005 *Florida Technology Assessment* form to help his team assist rural Florida public libraries with their IT and networked services planning and maintenance.

Method

This Summary was prepared by listening to state and local library information technology managers, examining Dan Lhotka's 2005 *Florida Technology Assessment* and various publications of TechSoup <http://www.techsoup.org/>. Then the Summary was sent back out for review by the library IT managers visited.

2006 Summary Sheet of Public Library IT and Network Services

Basic Facts		Fiscal year:			Date:	
Library Name			Contact phone			
FSCS ID			Service location:			
Contact name			Pop. of serv. area			
Contact e-mail			Total circulation			
# IT staff			IT plan (Yes No)			
Address						

Connections				
POTS (Quantity)		1.54 Mb (T1)		
Centrex/PBX		10 Mb		
56 Kb		45 Mb (T3)		
Fractional T1		Other		
Max. speed of public access Internet service:				

Networks	
Operating system type	
Firewall type:	
Other:	
Network performance management software?	Brand:

Network services	Yes No			
File server		Video	Yes No	
E-mail		ILS		
DNS		Proxy		
Web		Firewall		
Other				

# LANS			
Library LANS: (Check one which best describes)		__ All on one LAN __ Public, staff separate LANS __ Public LAN (only) __ Staff LAN (only) __ No LAN	
LAN 1		LAN 2	
# Workstations on LAN		# Workstations on LAN	
# Network printers		# Network printers	
Cabling type		Cabling type	
Fiber		Fiber	
# Network drops		# Network drops	
Wireless access points		Wireless access points	

Server 1		Server 2	
Server name		Server name	
Server location		Server location	
Server purpose		Server purpose	
Brand		Brand	
Model		Model	
Processor		Processor	
Speed		Speed	
RAM		RAM	
Hard drive		Hard drive	
Data backup system		Data backup system	
Type of network		Type of network	
Connection		Connection	

2006 Summary Sheet of Public Library IT and Network Services

Equipment				

Workstations — Total # workstations

# public workstations		# staff workstations	
# public Internet workstations		# staff Internet workstations	
# public workstations connected to LAN		# staff workstations connected to LAN	
# public workstations w/basic software (see below)		# staff workstations w/basic software (see below)	
# public terminals		# staff terminals	
# public printers		# staff printers	
Replacement plan?		Replacement plan?	

Routers	Brand/Quantity:		Brand/Quantity:	
Hubs	Brand/Quantity:		Brand/Quantity:	
Phone system	Type:		Phone sets quantity	

Fax Quantity		**Scanner** Brand/Quantity	
VCR Brand/Quantity		**DVD player** Brand/Quan.	
Self check outs		Other:	

Basic software on net	Yes No	Browser	
Word processor		Spreadsheet	
Presentation		ILS	
OPAC		Other	
Physical security	Yes No	Electronics Rack	
UPS		Locked Cabinet	
Locked Space		Fire Alarm	
Dry & well ventilated:		Other:	

Security	Yes/Brand No	Adware/spyware block	
Browser front end		Filtering software	
Firewall software		Malicious software block	
Virus block			

Records	Yes No	Attach inventories if available	
Hardware inventory		Software inventory	
Track licensing require.		Maintain original IT doc.	

Estimated IT Budget	$	Total operating revenue	
Staff	$	ILS purchase	$
Telecommunications	$	ILS maintenance	$
Voice (incl. long dist.)	$	Software	$
Data	$	Maintenance	$
Cellular	$	LAN	$
ISP	$	WAN	$
Equipment	$	File Servers	$
Server(s)	$	Workstations	$
PC Workstations	$	Cabling & Electrical	$
Printers	$	Cable Drops	$
Hubs	$	Electrical outlets	$
Routers	$	Breaker Box	$
Other	$	Transformer	$
Subscription Databases	$	Training	$