



New Computer Purchase Policy 2011-12

All School of Music personnel computers are being upgraded as funds allow. Additional memory (RAM) and Windows upgrades can be requested, as needed.

The Music Lab in Room LL28 is equipped with 12 Dell Pentium IV's with flat panel displays and 4 iMAC's. This room is used for classes and offers open-lab hours for students during the week.

As the older inkjet printers discontinue working, they are no longer being replaced. Networked printers are available for printing on every floor of the School of Music building. Instructions and printer locations are listed here:

<http://louisville.edu/music/faculty-staff/resources-for-uofl-music-faculty-staff/technology-support.html>

General Policy

Given the restrictions on the Technology budget, the evaluation of new hardware purchases will be based on the number of new requests received for equipment and need according to the specifications set out in this document. A \$1000.00 maximum spending limit from the Technology Budget has been set for faculty and staff computer systems. Any amount over the \$1000.00 limit must come out of the person's departmental budget.

Staff System Purchases

- The purchased computer system will be sufficient to meet the system requirements of all software that the staff member must use in order to fulfill the job duties of their position, along with any necessary upgrades or additions projected for a three-year period.
 - o Special needs, such as larger monitors, will be considered based on the type of work being done and the user's personal needs, such as vision problems, special typing needs, etc.

Faculty System Purchases

- The purchased computer system will be sufficient to meet the system requirements of all software that the faculty member must use in order to fulfill the teaching and research requirements of their position, along with any necessary upgrades or additions projected for a three-year period.

- For the basic system user, whose software usage is limited to such applications as Microsoft Office, GroupWise and Internet access, a cost-effective base system will be purchased which will fulfill those requirements. At the current time, this system would be an Intel PC with Windows 7 and a minimum of 4GB RAM.
 - o Special needs, such as MAC Systems, larger monitors, or other peripherals, will be considered based on the type of work being done and the user's personal needs, such as vision problems, special typing needs, etc.

- For advanced system users, who require a system configuration above and beyond the base system, or who need special peripherals, such as a midi keyboard, a request with accompanying hardware specifications will be submitted to their division head for approval, and to the Technology Support Specialist for cost research to determine the most cost-effective system available. Once approved by the division head, the request will go to the Technology Committee for granting of funds given their availability. A centrally managed fund will be made available each year for the Technology Committee to use for advanced system purchases.
 - o Advanced systems requests will be considered and purchased on a first-submitted, first-served basis each fiscal year dependent upon budget restrictions. One advanced system request will be purchased per individual for each 4-year period.