



## Traverse des Sioux Library System

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### Computer Software Setup & Responsibilities Checklist

| Software  | TdS Responsibility   |  | Library Responsibility                                   |                             |
|---|--|--|--|-----------------------------|
|   | Staff  | Public   | Staff  | Public                      |
| <b>McAfee</b> (Antivirus)   | Installation and initial scheduling  | Installation and initial scheduling                                    | Verify updates<br>Scan computer if needed                | Periodically verify updates |
| <b>Spybot</b> (Anti-Malware)  | Installation and initial configuration<br>Public: Update Software                  | All: Installation and initial configuration<br>Public: Update Software | Verify updates<br>Scan computer (can be scheduled)       |                             |
| <b>Microsoft Office 2007</b>  | Installation and initial configuration   | Installation, initial configuration<br>additional configuration        | See Windows updates                                      |                             |
| <b>Eudora</b> (E-mail)  | Installation and initial configuration   | N/A  | Updates, Password  | N/A                         |
| <b>WorkFlows</b> (ILS)  | Installation and initial configuration.<br>Local administrator level configuration | N/A  | Updates, all user level configuration                    | N/A                         |
| <b>Printer Drivers</b>  | Installation and initial configuration   | Installation and initial configuration                                 | N/A  | N/A                         |
| <b>Windows Patches Updates</b>                                      | Setup & backlog + hardware updates   | Setup & initial updates<br>Some Custom, Hardware                       | Express & Custom updates including those for Office 2007 | Automatic & TdS             |
| <b>Acrobat Reader</b><br>(Read & print PDF files)                   | Installation and initial configuration   |  | Updates  | Updates                     |
| <b>Flash</b> (Browser plug-in)                                      | Installation and initial configuration   | Installation and initial configuration                                 | Updates  | Updates                     |
| <b>Shockwave</b><br>(Browser plug-in)                               | Installation and initial configuration   | Installation and initial configuration                                 | Updates  | Updates                     |
| <b>JAVA</b><br>(Browser & WorkFlows)                                | Installation and initial configuration   | Installation and initial configuration                                 | Updates  | Updates                     |
| <b>Firefox</b> (Browser)  | Installation and initial configuration   | Installation and initial configuration                                 | Updates  | Updates                     |
| <b>Public Computer Access Toolkit (SteadyState) + Drive Imaging</b> | Initial setup including patron profile configuration                               | Installation and initial configuration                                 | Back-up E-mail and any user created documents            | Varies                      |

| <b>Hardware</b>   | <b>TdS Responsibility</b>  | <b>Library Responsibility</b>   |
|-------------------|--|---|
| Purchases         | Assist with purchase of any ILS related hardware.                |   |
| Computer Display  | Initial troubleshooting  | If hardware related problem and under warranty, contact vendor.   |
| Computer CPU      | Initial Setup & Diagnostic Troubleshooting                       | If hardware related problem and under warranty, contact vendor.   |
| Printers          | Assist with Purchase. Initial setup & diagnostic troubleshooting | If hardware related problem and under warranty, contact vendor. For supplies, contact preferred vendor. |
| Copiers           | Driver setup & some driver support if necessary                  | To purchase; contact city, county or preferred vendor. Maintenance agreement w/vendor                   |
| Document Scanners | Purchase & Setup + Initial Troubleshooting                       | If hardware related problem and under warranty, contact vendor.   |
| Barcode Scanners  | Initial setup programming and other tasks related to ILS         | If hardware related problem and under warranty, contact vendor.   |
| CD-Rom & Burning  | Initial setup of patron profile configuration                    | If hardware related problem and under warranty, contact vendor.   |
|                   |  |   |