

## Library Equipment Replacement

### **Purpose:**

To establish procedures for the replacement of library equipment such as computers, telephones, copiers, printers, and related office equipment.

### **Procedure:**

Library staff will monitor equipment problems and watch for situations where replacement is needed immediately or can be planned. An effort should be made to spread out expenditures from year to year as much as possible.

Staff should examine equipment replacement needs in the fall of each year and make a recommendation for budgeting to the Finance Committee for the following budget year.

Budgeting should be done with the expected useful life of the equipment in mind:

Telephones:	10 years
Computers:	3-5 years
Printers:	3-5 years
Copiers	3-5 years
Computer network hardware:	5-10 years
Security Camera Systems:	3-5 years

Extended warranties should be purchased only if they provide value to the library which appears to meet the cost of the extended warranty. Service contracts also should be considered using the same standard.

Purchases can be made through the Finger Lakes Library System when that is beneficial to the library. The library can make purchases from other vendors at its option.

### **History:**

Approved by the Board of Trustees Nov. 20, 2017