Del Mar College Library Automation Services
Policies and Procedures

Student Technology Center Software Request Form

1. The Software Request Form is designed to be used primarily by instructional faculty to request academic support software to be installed in the library's academic support computer classroom (L103, L533, LC102) or Student Technology Centers on either campus.

2. Software that is appropriately licensed and provided by faculty will be installed in an orderly manner following in-house compatibility testing as quickly as staffing permits.

   ❖ Faculty should allow seven days from receipt of software and appropriate documentation to software being available for student use. In many cases, the processing time will be shorter. Due to software compatibility or configuration problems, the installation time may be longer.

3. Faculty should fill out the STC Software Request Form and send or deliver it to Library Automation Services (White Library 512) accompanied by a copy of the software and software license or publisher's release.

   ❖ In order to comply with copyright law, Library Automation Services must have evidence of available licenses or publisher's release to make copies before software can be installed.

4. Software requested by faculty that must be purchased by Library Automation Services or requires additional hardware will be considered based on funding availability and other factors. Such requests are filled whenever possible.

5. STC Lab staff are members of the Library Access Services department which works in cooperation with the Library Automation Services department to provide services to students in the STC. STC staff specialize in hands-on assistance to students. Automation Services is responsible for maintaining the computer hardware, software and network. The STC staff can advise you how the students use the facility, but they are not authorized to install software.

6. Faculty requesting assistance with functionality of software related to WebCT materials for student use in the STC must make a user account available to Library Automation Services. This is the only way the WebCT materials can be effectively tested.

For More Information, contact Library Automation Services ext. 1951 or 1969

Student Technology Center Software Request Form

Please complete this form for software installation requests for Library computing resources

Requested by: _____ Date:_____

Dept:_____ Campus Ext:_____ Other contact phone: _____

Email Address(es):_____

May the STC lab staff call you with questions about the software? ☐ Yes ☐ No

If no, who may we contact for assistance?_____ phone:_____

Software Runs on which operating system(s):	☐ Windows XP ☐ Windows 2000 ☐ Macintosh
	Other (specify)_____ ☐ Don't Know

Software Title & Version:_____

Date Needed:_____ How many computers?_____

Do you have unused licenses for this software for this many users? ☐ No ☐ Yes

✓ *Attach a copy of the software license or publisher's release*.

Is software being used at another campus location? ☐ No ☐ Yes (specify)_____

Date the software should be removed (if applicable)_____

Return software disks/CD after installation? ☐ Yes ☐ No

Special Instructions / Needs: (use back for more space)

Location where software should be installed:

White Library (East Campus) ☐ **Student Technology Center** ☐ **L 103** ☐ **L 533**
✓ *Call ext. 1309 to schedule class use of White Library Rooms 103 or 533*

Barth Learning Resources Center (West Campus) ☐ **Student Technology Center** ☐ **LC 102**
✓ *Call ext. 1754 to schedule class use of Barth LRC Room 102*

Send this form with software disks/CD and license information to
Merry Bortz, Head of Library Automation Services, White Library L512.
For more information, call ext. 1951 or 1969.

This area for use by Library Automation Services

Date Completed:_____ Completed By: _____

Installed on stations:_____

Recorded in Database	Disks returned to dept.	Campus IT Notified
Listed on Webpage	File in STC Software Releases	