Computer purchasing and management
March 22, 2011

University of King's College Computer Policy for Non-Journalism Programmes

Each Faculty member at King's is to be supplied with adequate computing tools –either PC desktop, laptop or notebook- to meet basic teaching and research needs. Staff must also have appropriate computing tools to support the various administrative functions of the programmes.

1. Each program – Foundation Year Programme*(FYP), and Combined Honours Programmes** namely, Contemporary Studies (CSP), Early Modern Studies (EMS), and History of Science and Technology (HOST) – is responsible for the purchase and maintenance of new computers and printers for faculty members and support staff with assistance from the Vice President. Each programme will build into its budget computer replacement so that faculty and staff are guaranteed a new PC every five years. Faculty members can make alternative, but financially equivalent, buying plans in consultation with the appropriate programme director.

*FYP is responsible for both its faculty and teaching fellows. This means the annual purchase of an average of four PC desktop computers/laptops/notebooks loaded with MS Word 2010 and if required a basic printer through PCPC. It will be up to the Programme Director/Associate director in consultation with faculty and staff to determine a replacement schedule.

**Combined Honours Programmes are responsible for the annual purchase of an average of one PC desktop computer/laptops/notebooks loaded with MS Word 2010 and if required a basic printer through PCPC for Faculty members. It will be up to the Programme Director in consultation with faculty and staff to determine the most pressing needs and replacement schedule.

2. Each faculty office at King's is to be supplied with an adequate computer and printer to meet basic teaching and research needs. This includes a computer/laptop/notebook with adequate (a) processing power, (b) storage, (c) networking capacity, (d) monitor, (e) keyboard and mouse, (f) printer. At the time of formulating this policy, the committee understands these terms to mean:

(a) *adequate processing power* as meaning: capable of running the most recent releases of standard software and operating systems. So, as of February 2011, this means capable of running (i) Windows XP or OSX and (ii) MS Office. King's will not provide processor requirements for specialized research and teaching needs such as foreign language processing (Hebrew, Chinese, Greek, Hindi) or music/video/image processing.

(b) *adequate storage* as meaning (i) hard drive sufficiently large to store the standard software packages mentioned or analogous to those in (1a) *plus* standard file needs for such programs so as to meet basic teaching and researched needs. King's will not meet storage requirements for specialized research or teaching needs. (ii) networked backup facilities (G Drive) sufficient for regular system and backups. Each faculty member is responsible for ensuring material is backed up properly either through G Drive or an external hard drive. King's is not responsible for data recovery.

(c) *adequate networking capacities* are standard on even the basic computers/laptops/notebooks these days i.e. wireless Internet

(d) *adequate monitor* would be a 17" flat screen

(e) *adequate keyboard and mouse* are standard with all computers.

(f) *adequate printer* means a basic black and white laser printer, currently available for less $100.

3. Faculty with administrative responsibilities and support staff may have criteria that go above and beyond the minimums mentioned in (2).

4. Recognizing that all members of Faculty have equal priority to adequate computing equipment, each program will draw up a computer replacement schedule that factors in a new basic computer and printer every five years. Machines will only be replaced sooner if they are no longer operational. Equipment will not be replaced simply because someone else has a better computer.

5. Faculty will be given full technical support, including full access to Dalhousie technical support staff and facilities. Each program should budget accordingly.

6. In the event of a problem (software or hardware) faculty member will be responsible for taking their equipment for repair to Dalhousie Computing Services.

7. Upon the departure of a Faculty member or Teaching Fellow, the computer will remain with the home program and will be wiped clean and the necessary software will be reloaded as of July 1.

8. This policy applies to FYP and the Combined Honours programmes. Journalism has its own policy.

9. Changes and/or exceptions to any and all points may be implemented by the programmes.

Personal Computer Purchase Centre (PCPC)

1459 LeMarchant St
Halifax, NS B3H 3P8
Phone: (902) 494-2626   1-888-757-PCPC (toll free)
Fax: (902) 494-6728
E-mail: pcpc@dal.ca
Hours of Operation:
Monday - Wednesday
10:30 AM - 4:30 PM
Thursday
10:30AM - 7:00PM
Friday
10:30AM - 4:30PM

Why PCPC?

• Most of what we sell is at special educational prices, available only to the post-secondary community.
• We aren't on commission, and won't over-sell you. We know what you need and can help you find what you want.
• Our staff are knowledgeable and always willing to answer your questions and demonstrate products.
• We are part of Dalhousie's integrated computer support network.

Help-Desk

(902) 494-2376
Our Help Desks provide Dalhousie students, faculty and staff with information and assistance with computing questions and problem, including:

- E-mail
- General Computing
- Password Resets
- Personal Computers
- Supported Software
- Wired & Wireless Network

Hardware Services

(902) 494-2216
Hardware Services provides warranty and non-warranty service on a wide range of computers and printers.

- Warranty repair products
- Most desktop PCs, not Dell
- $60 per hour Labor Rate
- $30 Estimate for PC Repairs
- $60 Estimate for Laptops and Printers
- Estimate will go toward cost of repair

Warranty service for Toshiba laptops is provided by Decision One, in Dartmouth. Hardware Services provides a depot service. There is a $10 courier charge for laptops that were not purchased from PCPC.

Guaranteed hassle-free integration at Dalhousie

We know the campus and the required tools to get things done. You can count on the UCIS Help Desk - Dal's on-campus software support team - to give you a hand if you have any problems with these standard applications.

A proud member of Campus Retail Canada

Campus Retail Canada is an organization of 34 campus computer stores across Canada that are owned and operated by their university or college.

Desktop
Evergreen bundle $849
Lenovo Desktop
Intel Core i3 2.93Ghz
4GB DDR3 Ram
250GB Hard Drive
DVDRW
DVI/VGA
10/100/1000 Ethernet
Windows 7 Professional
3 year On-Site warranty
 plus Toshiba 23.6" LCD Display

Laptop/notebook
Satellite L640-02V $699
 Intel Core i3 370M 2.4Ghz
 4GB DDR3 Ram
 500GB Hard Drive
 14" HD LCD
 DVD SuperMulti
 Webcam
 Wireless / Ethernet
 Windows 7 Home Premium
 1 year warranty
 6.1 lbs.

Software:
Microsoft Office 2010 Pro (Dal Select) $99
Word, Excel, PowerPoint, Access, Publisher, Outlook. Dal Only. (Windows)

Printer:
Samsung Laser ML-665 $89.00

King's developed a computer policy in Feb. 2002. Since this policy was developed, technology has changed. The cost for a computer with adequate processing power and storage has dropped; features such as wireless Internet, CD/DVD burners are standard on most basic computer models. The cost for a reliable printer is now less than $100. Since the 2002 policy was developed, the University has downloaded the management for purchase and maintenance of computers onto the individual programmes. This has created a new set of problems when it comes to programme budgets and implementation of orderly and cost effective computer replacement and maintenance program. We are now in need of a new policy. What follows is a draft for consideration.