

## **Systems Standards Policy Marx Library**

The following is a list of the software that normally will be installed and configured by the Marx Library's Systems Department prior to distribution of new or replacement PCs. It is highly recommended that no additional software be added without prior approval by the Systems Department. After the Systems Department has setup and distributed a machine, any additional software added to a machine by the user will not be the responsibility of the Systems Department.

If any additional software is needed to perform job duties, the appropriate **Department Head** must submit a written request, including explanation of need, to the Systems Department. The Systems Department will do a needs assessment and decide whether the software should be installed. If approved, the Systems Department will perform the installation.

The following should not be installed nor downloaded on any (Faculty, Staff or Public) Marx Library machine under any circumstances:

- Coupon sites
- Weather bug
- No downloading Non-licensed music or videos
- Any material that is judged to be illegal

The following list of software is considered to be a standard installation performed and supported by the Marx Library's Systems Department:

### **Faculty And Staff Machines**

Windows 7 Pro SP1  
Windows Media Player  
Adobe Acrobat Reader  
Malwarebytes  
Symantec Anti-Virus Software  
Microsoft Office 2007 (Standard Edition for most;  
Professional Edition for those using Access)  
Internet Explorer  
Voyager Automated Library System  
ILLAID as needed  
Connexion OCLC) as needed  
USA JagMail

### **Public Computers/Thin Clients**

Windows 7 Pro SP1  
Adobe Acrobat Reader  
Malwarebytes  
Symantec Anti-Virus Software  
USA JagMail