

MVLS/SALS Joint Automation Project  
Workstation Purchase and Support Policy  
May 14, 2025

**Statement**

The JA Council oversees and administers the automation project used by participating libraries in the Mohawk Valley and the Southern Adirondack Library Systems. Therefore, public and staff computer workstations connected to the JA networks, network equipment, and software and hardware in each library building must meet certain standards for the security and privacy of all patron records and to keep the networks running efficiently and effectively.

The use of standard equipment speeds up installation, permits ease of troubleshooting problems, reduces repair and maintenance time, and simplifies training.

Purchasing equipment cooperatively reduces the costs of installation; this will help keep automation fees as low as possible.

Member libraries (CPH, GLE, SAR), who have IT personnel on staff, may elect to purchase PCs either through JA, or on their own. Effective December 31, 2010, all other member libraries must purchase PCs via JA, who will configure them. Only equipment obtained through these sources and meeting the minimum hardware, software and configuration requirements defined by JA may be connected to the public or staff networks.

**Regulations**

1. JA will control access to the networks via MAC address filtering in the routers or via DHCP.
2. JA staff will provide a recommended minimum configuration for a computer workstation and disseminate it as necessary. These configurations will be sent at least annually to the member libraries.
3. JA staff will provide a price quote memo for computer workstations. JA staff will solicit bids from at least three vendors or use NYS contract to insure cost effectiveness.
4. JA staff will facilitate group purchases of computer workstations.
5. JA staff will only support computer workstations that are purchased through the JA or the large libraries as described above.
6. JA staff will determine when they can no longer support or maintain a computer workstation because of its age, operating system or configuration. These requirements will be defined annually and disseminated to the member libraries.

7. JA staff has the right to refuse to maintain hardware or software modified without prior JA approval.
8. Hard drives have confidential information and nontransferable software licenses; therefore they must be destroyed or completely erased when the computer is decommissioned.

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