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