

# Library Computer Labs - Software Request Policy

An instructor or department may request that a software title be installed on all or some of the Library's public computers. The Library will investigate demand/use by the entire campus community and compatibility with Library hardware and software configurations and policies when considering such requests. Proof of software license ownership must be presented at the time of the request along with the Software Request Form found below.

An instructor may request that software be installed on computers in a specific computer lab to be used for instruction in that lab for a particular quarter or date.

See <http://lib.calpoly.edu/learningcommons/labs/> for a list of Library computer labs.

A list of software titles currently installed on Library computers can be found here:  
<http://lib.calpoly.edu/learningcommons/labs/software.html>

New applications, version upgrades and bug/feature fixes will be installed only during the Winter Break and Summer Quarter. Other fixes may be installed as necessary throughout the academic year. The Library will follow all documented Cal Poly ITS policies for software installation. ITS policies are available on the ITS web page: <http://servicedesk.calpoly.edu/>

Once software has been approved and the installation completed, it is important that the requestor test the functionality of the software on Library computers prior to using it during a class or training event. Please contact the Learning Commons Coordinator (contact information below) to make an appointment to test any installed software.

To accommodate installation, testing and deployment it may take several weeks to complete your request. Please take this into consideration and allow enough lead-time when making your software request.

## Contact Information

Jane Worthy, Learning Commons Coordinator  
(805) 756-7014 [jworthy \[at\] calpoly.edu](mailto:jworthy@calpoly.edu)

Library Information Technology  
Web site: <http://lib.calpoly.edu/computing>

Cal Poly ITS, Site Licensing  
Web site: <http://servicedesk.calpoly.edu/content/software/index>

# Software Request Form

## Library Information Technology

Your information:	
Name:	Dept.:
Email:	Phone:

Software information:	
Publisher:	
Title:	
Version:	
Purpose of software:	
License ownership:	College/Dept. <input type="checkbox"/> CalPoly ITS <input type="checkbox"/> Other:
Software access:	CD/DVD <input type="checkbox"/> Download <input type="checkbox"/> Other:
Number of licenses:	Operating system (e.g., Windows, Mac):

Request information:						
Installation location:	111B <input type="checkbox"/>	216A <input type="checkbox"/>	216B <input type="checkbox"/>	217C <input type="checkbox"/>	217D <input type="checkbox"/>	Other:
Time frame:	Fall <input type="checkbox"/>	Winter <input type="checkbox"/>	Spring <input type="checkbox"/>	Summer <input type="checkbox"/>	Other:	
Class name:						

Software testing time availability:		
1 <sup>st</sup> choice:	2 <sup>nd</sup> choice:	3 <sup>rd</sup> choice:

Agreement		
<p>By signing below I verify that I have read the Library Software Installation Policy and that I am authorized to request installation of the software referenced above.</p> <p>I understand that the Library may not honor this request if the software requested is not compatible with the operating systems, software applications, network settings or user policies currently installed on Library lab computers.</p> <p>I agree to test any installed software in the Library prior to the class or event.</p>		
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