KEEPING YOUR PUBLIC COMPUTING CENTER (PCC) FINE-TUNED

Technology for Librarians 101

What we'll cover today

1. **Inventory**

2. **Maintenance**

3. **Security Software**

4. **Backups**

5. **Privacy**

1. Inventory

- Keep a list
  - Hardware
  - IP addresses
  - Passwords
- Maintain "secure" on/or off-site storage location of all essential DVD/CD install disks
- Log all equipment issues and solutions

2. Maintenance

- Software updates
  - Windows
  - Security
  - Anti-virus and malware
- Firmware updates
  - Printers
  - Scanners
  - Routers
- Test broadband speed

3. Security Software

- Protect your hard drive with "lock down" software
  - Prevent customers from installing and uninstalling software
  - Privacy of customers in the library
  - Ease of updating and maintaining computer
  - Variety of products available for Web
- Power off and on computers or restart

Additional Software

- Anti-Virus protection – Microsoft Security Essentials

- Queue manager

- Text editing Software – Microsoft Office

- Web Browsers - IE, Chrome, Firefox

- PDF Documents - Adobe Reader/Adobe Flash

- Web accessed multimedia system – Adobe Flash (Macromedia Flash)

- Java

4. Full System Backups

- Why
  - Minimize downtime
  - Save money
  - Save staff time
- How
  - Full-system backup every two months
  - Alternate between two external hard drives
    - Note: Windows 7 backup does not recognize external drives larger than 2TB and use GPT. (Call Holly for more info.)

5.   Privacy

- Reboot after each patron
- Do not keep lists of users names
- Remind patrons in public place