Sample Technology checklist

Existing technology	**Description**
Number of public and staff computers with Internet access	Staff_____ Public_____
Type of Internet access (ex. cable, DSL, frame relay, wireless, satellite, etc.)	
Speed of Internet connection(s) e.g. *128k 256k, T1, T3, other*	
Online database subscriptions	
Number of printers for public and staff use	Staff_____ Public_____
Other hardware available for use (ex. scanners, 3D printers, fax machines, etc.)	
Primary Network Applications (ex. library automation system, Microsoft Office, virtual reference, other)	
Technical support provider (ex. Who do you call when something doesn't work?)	Staff person (name)_____ Other (name/contact info) _____
Notes (Other details about current library technology)	