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INFORMATION TECHNOLOGY

05.02.01.P1 Asset Management Procedures

Asset Classification

IT Assets are classified into the following categories:

- Hardware: Desktops, laptops, servers, printers, networking equipment
- Software: OS, applications, licensed software
- Peripheral Devices: Monitors, keyboards, mice, etc.

Acquisition and Tagging

All IT assets must be entered into the designated inventory system (Snipe-IT) upon receipt. Assets must be tagged with a unique barcode/QR code. Asset information must include make, model, serial number, assigned user, and location. Assets individually valued at \$5,000 or more are capitalized and tagged by the Finance Department (separately from and in addition to the IT process).

Lifecycle Management

Assets must be evaluated annually for functionality, support status, and replacement needs in accordance with the established library asset replacement plan. Replacement cycle typically spans every 5 years or as needed. Retired assets must be removed from inventory and securely wiped before disposal. Disposals of capitalized assets (recorded by the PCCLD Finance Department) must be approved for disposal by the library board of trustees prior to disposal.

Asset Transfers and Assignments

Asset transfers must be approved by the Director of IT, or their designee, and documented in the inventory system. Assignments must be validated through asset acceptance documentation. Changes must be reflected in inventory within 48 hours of the asset transfer or relocation.

Auditing and Reconciliation

Periodic audits to reconcile inventory data are required (annually at minimum) or upon request by the CFO or Executive Director. Any missing or damaged equipment must be reported and investigated. Annual audit findings must be submitted to the CFO and Director's Office.

Enforcement

Failure to follow this policy and procedures may result in disciplinary action. Unauthorized transfer, disposal, or misuse of IT assets is strictly prohibited.