PUEBLO CITY-COUNTY Library District

INFORMATION TECHNOLOGY

05.02.01   Asset Management

Pueblo City-County Library District (PCCLD) requires the responsible and secure use of IT assets through effective practices that ensure tracking, maintaining, and safeguarding assets. This policy applies to all hardware and software assets used in the PCCLD environment, including but not limited to laptops, desktops, servers, mobile devices, printers, scanners, and networking equipment.

IT assets meeting the capitalization threshold for financial accounting standards must be managed in conjunction with the PCCLD Finance Department. All other assets shall be inventoried and monitored in line with established library procedures.

See Also: 04.01.05   Management of Fixed Assets
                 04.01.06   Disposal of Fixed Assets
                 04.01.06.P1   Disposal of Fixed Assets Procedure