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*Information Technology Steering Committee*

**To:** NJCU University Community  
**From:** Howard Buxbaum, Chair  
**Date:** May 10, 2001  
**Re:** **Information Technology Inventory**

As part of the effort to establish and support campus-wide technology standards and in preparation for the computer replacement program funded through the Higher Education ELF grant, Information Technology Services (ITS) will be performing a campus-wide technology inventory. This inventory will collect data concerning the technology infrastructure, telephony, desktop and laptop computers, software and peripherals. The inventory will begin on June 4, 2001.

During the inventory, staff from ITS will be visiting all computing and telephone locations to identify the physical equipment (e.g., desktops, laptops, scanners, modems, telephones, fax machines, etc.) in that location. Using tracking software, they will also inventory the computer hardware configuration, operating system and software applications. The purpose of the software inventory is to match the software to University software licenses. Software vendors have become increasingly aggressive about the use of unlicensed software. This component of the inventory will protect the University and its staff from liabilities resulting from the use of undocumented software. Computer hardware configuration data will be utilized in determining computer replacement schedules.

The ITS staff will also use the opportunity of the inventory visit to upgrade your terminal emulation software. This will involve the removal of your current terminal emulation software (if applicable) and the installation of the new software. A user guide for the new terminal emulation software will be provided.

You will be notified by ITS of the date of the inventory visit. It is suggested that you be present at the time of the inventory. If you are using a University laptop, please be sure to have it available for the inventory.

For additional information regarding the technology inventory, please visit the following URL: <http://web.njcu.edu/its/documents.html>

Your cooperation with this process is greatly appreciated.