

Section: Operations
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DIGITAL STORAGE MEDIA GUIDELINES

INTRODUCTION

Purchasing Digital Storage Media, for use by teachers or students is the same as the purchase of any resources for use at School when determining the educational benefit.

Consideration needs to be given to:

- the quality of the material
- the need the material
- the users
- the level of demand

ADDITIONAL FACTORS

There are some additional issues to be considered in the purchase of Digital Storage Media such as:

Compatibility with our network needs to be considered

- can it be licensed and run across a network
- can it be integrated with Clickview or other reticulated AV systems

Licensing

Licensing of Digital Storage Media material or software can be concurrent or licensing per seat.

- concurrent licensing allows for software to be loaded onto the network and accessed by any workstation on the network up to the number allowed by the license. This form of licensing is the most preferable.
- licensing per seat means that you purchase a license for every workstation on the network whether the software or material is used on that workstation or not.

Storage

- discs will then be stored in the library, although you may wish to keep a copy of the cover notes
- licencing documentation to be retained by the IT department

Costs

In addition to purchase price:

- space on the network
- cost of installation
- licences

NB: Check with IT support staff / Teacher Librarian.