Utah Public Library Technology Checklist

Library		
Checklist Review Date		
Reviewer Team - Names	Name 1	Name 2
Reviewer Team - Signatures *Minimum of two people required; library director or branch manager and another.*	Signature 1	Signature 2

This category contains **basic library technology services** which are required under state standards for recertification. *Note: Standards #1, 4, 6, 7, & 9 were previously existing standalone requirements. Standards #2, 3, 5, & 8 are new additions and will not be enforced until 2024. Libraries not meeting these standards are encouraged to apply for the Technology Essentials & Enhancements Grant to ensure compliance by 2024.*
- If your library meets the requirement, put a checkmark (✔) in the green "No Action" box.
- If your library does not meet the requirement but can correct the issue, put a checkmark (✔) in the amber "Action" box and in "Comments" a brief description of action to be taken.
- If your library does not meet the requirement AND is unable to correct the issue, put a checkmark (✔) in the red "Urgent Action" box and in "Comments" a brief description of the roadblock.

Basic Requirements		No Action *Green*	Action *Amber*	Urgent Action *Red*	Comments
1	Public computers must be available at each library location.				
2	At least 50% of public computers allow user sessions with a minimum duration time of one-hour.				
3	At least 50% of public computers are less than 8 years old.				
4	The library offers public access to a functioning printer and scanner.				
5	Library staff are prepared to provide basic computer help to patrons.				
6	Internet connection speeds exceed 25/3 Mbps (download/upload) in all branch library locations.				
7	Wireless internet (wifi) is available				

		No Action Green	Action Amber	Urgent Action Red	Comments
	inside the library facility all hours the library is open.				
8	A copy of the library's Internet & Online Acceptable Use Policy is available for review in all library locations.				

This category contains **best practices** which are likely to be relevant to a broad range of libraries. However, they are not required. Answers to this section do not impact recertification.
- If your library meets the best practice listed, put a checkmark (✔) in the green "No Action" box.
- If your library does not meet the listed best practice, put a checkmark (✔) in the amber "Action" box and in "Comments" a brief description of any actions to be taken.
- If your library does not meet the listed best practice AND is aware of an outstanding issue in this area, put a checkmark (✔) in the red "Urgent Action" box and in "Comments" a brief description of the issue.
- If your library does not meet the listed best practice and determines it is not possible or not relevant, write NA (Not Applicable) in the "Comments" box. This is acceptable for this section.

Suggested Best Practices		No Action Green	Action Amber	Urgent Action Red	Comments
9	If internet content filtering is in place, library staff are trained and have the ability to disable the filter at the request of a library patron who is not a minor to enable access for research or other lawful purposes.				
10	The library has appropriate policies or procedures in place to protect user data between public computer sessions.				
11	The library has procedures in place for non-library cardholder guests to use public computers.				
12	All public-facing library staff are prepared to provide basic computer help to patrons at any time the library is open.				
13	Wireless internet (wifi) is available outside the library in the parking lot or other library spaces.				

This category contains services which a library may choose to provide **above and beyond standard expectations**. Where relevant, the library is encouraged to consider these best practices. Answers to this section do not impact recertification.

- If your library provides the listed service and meets the best practice, put a checkmark (✔) in the green "No Action" box.
- If your library provides the listed service but does not meet the best practice, put a checkmark (✔) in the amber "Action" box and in "Comments" a brief description of any actions to be taken.
- If your library provides the listed service, does not meet the best practice, AND is aware of an outstanding issue in this area, put a checkmark (✔) in the red "Urgent Action" box and in "Comments" a brief description of the issue.
- If your library does not provide the listed service and does not intend to do so, write NA (Not Applicable) in the "Comments" box. This is acceptable for this section.

Future Focused Services		No Action *Green*	Action *Amber*	Urgent Action *Red*	Comments
14	The library uses appropriate measures to ensure library user privacy between public computer use sessions. This may include the use of hard drive protection, session management software, or another method.				
15	The library makes available equipment to facilitate access to telehealth, distance education, and virtual meetings.				
16	The library provides basic computer help and dedicated 1:1 computer help via digital navigators, tech mentors, or another program for digital literacy training.				
17	Wireless internet (wifi) is available outside the library in the parking lot or other library spaces 24/7.				
18	If makerspace equipment or supplies are provided, the library has in place appropriate policies and procedures to protect users from injury or misuse and the library from liability.				