SWLS Technology Checklist for New Buildings and Renovations

- **Contacts** to make early in the library space planning process:
  - SWLS Technology and Graphic Design Consultant
    - Keep SWLS Technology and Graphic Design Consultant apprised of changes as they occur, including correspondence with BCN personnel that signals required changes that SWLS needs to make to the network to ensure connectivity.
  - BCN Team Lead ([BadgerNet Converged Network](https://example.com)), Connie Bandt, 608 224 6180

- **BCN Request Forms**
  - **For new buildings:**
    - Fill out a BCN [New Service Request](https://example.com) form at least 3 months prior to date you plan to re-connect to SWLS WAN.
  - **For renovations** that require the BCN line or equipment to be moved:
    - Fill out a BCN [Change Request](https://example.com) form at least 10 days prior to the date you plan to reconnect to the SWLS WAN

- **Technology Considerations:**
  - Plans for remodeling, renovation, or a new library building should include anticipated changes and requirements in future technology
    - Staff and patron workstation and printer placements
    - Environmentally suitable space for your Local Area Network (LAN) equipment:
      - Easy access to network equipment to accommodate troubleshooting, and free of staff work area traffic
      - Has the appropriate type and number of electrical outlets
      - Clean
      - Dry
      - Well-ventilated
      - Secure from patron access
    - Confirm that furniture, shelving will not block access to network jacks, electrical outlets and wireless access points.
    - Consider purchasing computer furniture that has cable management features for power cords and network cables.
    - Notify SWLS ILL/Circulation in advance when you anticipate the library to be closed so that the processing of holds and delivery schedules can be adjusted.
    - Provide the new phone number and address in advance of the move.
    - Plan for equipment orders and possible hardware processing time relative to your target date for completion of the building project.
  - Consider hiring an IT company to plan, schedule, and install LAN equipment, computers, printers, telecommunications equipment, furniture, receipt printers, bar code readers, etc.