IT Inventory Template
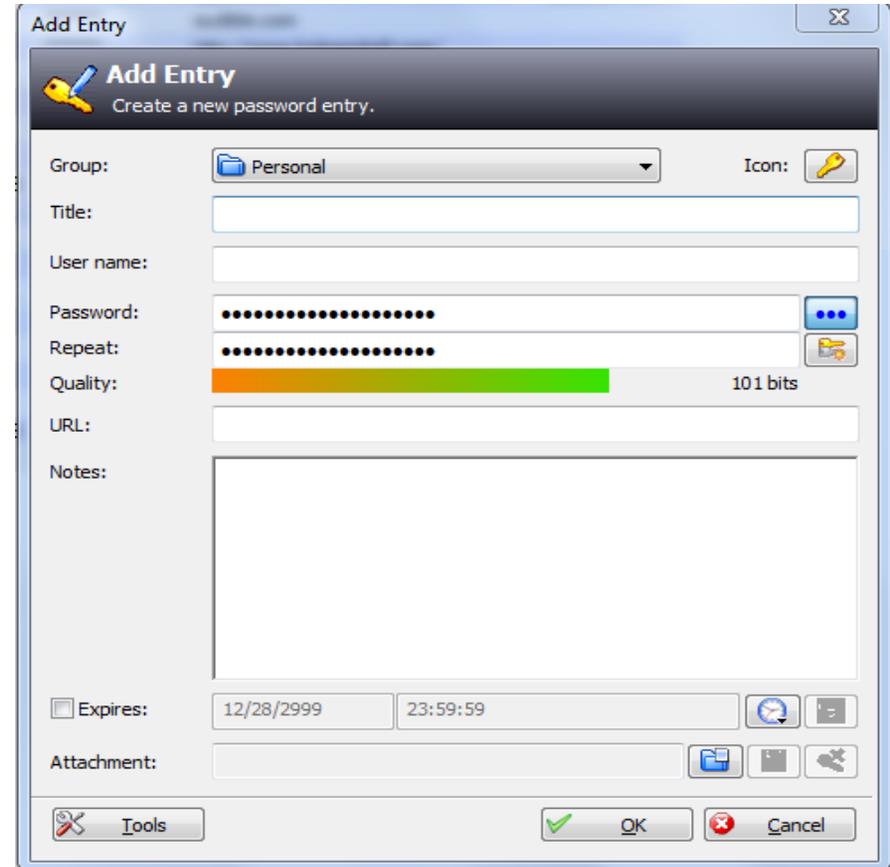
Source:
Implementing Technology Solutions in Libraries: Techniques, Tools, and Tips from the Trenches, by Karen C. Knox
Appendix E

Passwords must also be documented but as securely as possible.
Use a tool that will help you store and manage your passwords.
One such free software tools for securing passwords is **KeePass**
(screenshot at right) http://keepass.info/download.html
It allows you to store usernames and passwords for any purpose,
includes features for writing notes, auto-generating passwords
and setting passwords to expire on a certain date. It requires a master
password to open the master password file, so you must remember
that one, but the rest are safely stored for you.

NAME Public Library

Local Area Network Inventory

MONTH/YEAR

TEACH Order Number -
Site identification number -
Site name -
Site address -
Services ordered -
Due date for the order -
Telco -

NAME Public Library
Local Area Network Inventory
MONTH/YEAR

PC Inventory

Computer Name					
Dept.	Staff				
Type	Dsktp	Dsktp	Dsktp	Dsktp	Dsktp
Make/Model					
Buy Date					
Replace Date est.					
Cost	$	$	$	$	$
OS purchased	Win7 Prof	Win7 Prof	Win7 Prof	Win7 Prof	Win7 Prof
OS Upgrade*					
32/64-bit	64	64	32	32	32
RAM	4	4	4	3	3
CPU					
GHz					
WI-FI					
Product Key or S/N					

See Licensed Software tab for details

Licensed software purchased through SWLS must be uninstalled from machines prior to their withdawal, removal, resale, or recycling.

NAME Public Library

Local Area Network Inventory

MONTH/YEAR

PC Inventory

Computer Name					
Dept.	PAC	PAC			
Type	Dsktp	Dsktp			
Make/Model					
Buy Date					
Replace Date Est.					
Cost	$	$			
OS purchased	Win 7 Pro	Win7 Prof	Win 7 Pro		
OS Upgrade*					
32/64-bit	32	32	64		
RAM	4	4			
CPU					
GHz					
WI-FI					
Product Key or S/N					

NAME Public Library

Local Area Network Inventory

MONTH/YEAR

Printers & Peripherals

Type	Make & Model	Units	Size	Dept.	Network IP	Purchased	Replace	Cost
Barcode Scanner								
Cash Register								
Digital Camera								
Digital Device								
Digital Device								
Digital Projector								
Disc Repair System								
Flatbed Scanner								
Gaming Console								
Microfilm Reader								
Monitor								
Monitor								
Monitor								
Multi-FX Photocopier								
Paper Shredder								
Pencil Sharpener								
People Counter								
Portable pull-up screen								
Printer								
Printer								
Receipt Printer								
Smart Board								
Television								
Typewriter								
Video Camera								
WI-FI Adapter								

NAME Public Library
Local Area Network Inventory
MONTH/YEAR

Local Area Network (LAN) Hardware

Router

Make/Model	
Serial Number	
Buy Date/Installed	
Replace Date	
SMARTnet 8x5xNext Business Day	
Cost	
Details	
Vendor/Contact	
Notes	

Hubs/Switches

Make/Model	
Serial Number	
Buy Date	
Replace Date	
Cost	
Details	
Vendor/Contact	

NAME Public Library
Local Area Network Inventory
MONTH/YEAR

Local Area Network (LAN) - Hardware/Supplemental

Internet Connection Hardware	
Make/Model	Cisco Catalyst 2950 (BCN equipment)
Serial Number	
Install Date	
Speed/Bandwidth (Mbps, Gbps)	
Service Type	Fiber
IP Type	Dynamic (DHCP)
Telco	
Supplemental DSL Vendor	
Cost/Month/Bandwidth (Mbps)	

NAME Public Library

Local Area Network Inventory

MONTH/YEAR

Wireless Access Point

Network ID (SSID)	PrivateLibrary	PublicLibrary
Make/Model		
Serial Number		
Encryption (yes/no)		
Protocol		
Channel		
URL (web interface/firmware)		
Buy Date/installed		
Replace Date		
Cost		
Vendor/Contact		
Details		
Admin		
Password		

NAME Public Library
Local Area Network Inventory
MONTH/YEAR

Licensed Software

Microsoft Office Professional Plus 2007/2010/2013

Licensed software purchased through SWLS must be uninstalled from machines prior to their withdawal, removal, resale, or recycling.

Purchase Date	VLSC License Agreement #	PC Name	Product Key

Additional:
Anti-virus software
Deep Freeze Enterprise
Deep Freeze Server
Print Management
Computer Session Management

NAME Public Library

Local Area Network Inventory

MONTH/YEAR

Website

Website URL	
Software Used	
Hosted by	
Editor	
Manager	
Size	
Cost/Year	