Policy & Procedures

Non-Standard Hardware & Software

Issued by: Department of Information Technology

Applies to: All faculty and staff who use NJCU computing hardware and software, and may require special purpose, non-standard systems and/or applications

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Introduction

Computing hardware and software standards are provided as a guideline for ordering new systems. These documents are reviewed and updated periodically to reflect general industry standards, while staying within a reasonable price point as set by university budgetary limitations. Pricing is also affected by volume purchases, which is why University standards include a preferred vendor.

Hardware standards are generic enough for the individual to request a system from any of several vendors, but this option is generally suppressed as providing and standardizing on a specific vendor's hardware platform also saves on support costs. However, it is understood that these standards may not suffice for some special applications and therefore a mechanism must be in place to allow for the purchase of non-standard hardware.

Software standards establish what applications are provided on University hardware. The standards are based on what is required for day to day productivity for all constituents. Standards are determined by establishing licensing agreements with vendors, and purchased by volume to reduce costs. All systems are installed with the standardized, fully licensed software. However, it is understood that non-standard and specialized software may be required and therefore a mechanism must be in place for these purchases as well.

Purpose

This document provides the mechanism and guidance for requesting non-standard hardware and software.

Definitions

Hardware – Any computing device, such as a desktop or laptop computer, and/or peripheral.

Peripheral – A standalone device that requires connectivity to a computing device for functionality. Examples of peripherals include printers, webs, scanners, USquiweb3