Service: Email / Google Apps

Definition (Can include activities): Provide access to email and email groups to the public libraries, and SELCO Staff. The tool we are currently using is Google Apps for Nonprofits.

Expectations of SELCO Staff:
- Administer and manage
- Be able to create user accounts, reset passwords, and manage accounts.
- Create and maintain email groups for communication between libraries.
- Share links and information from Google Apps Support.

Expectations of Libraries:
- Learn and maintain skills to use Google Apps / Gmail.
- Have an understanding of basic email skills and etiquette.
- Keep SELCO updated on user account changes, so staff email accounts can be added/removed as appropriate.
- Know how to use the Public Library Staff Accounts form on the SELCO Information Portal.

Expectations of Vendor: Provide and maintain support of their Google Apps for Non-Profit tool.

SELCO Contact: Help Desk or the Technology Consultant: Michael Flores