



## **Southeastern Libraries Cooperating & Southeast Library System**

*Serving academic, public, school, and special libraries*

### **Service: PC Leasing**

**Definition (Can include activities):** SELCO provides a cooperative computer lease for public libraries to lease computers from the vendor for over a three year period.

#### **Expectations of SELCO Staff:**

- Work with the vendor to get quotes and send out lease contracts between SELCO and the public library
- SELCO fills out all the paperwork, and enters into the lease agreement with the vendor, on behalf of the libraries
- Once the computers come in, they are set up and installed under PC Support
- SELCO staff will collect the computers at the end of the lease
- SELCO staff will wipe and return the previous leased computers to vendor
- Maintain lease contract between SELCO and the vendor

#### **Expectations of Libraries:**

- Will also have PC Support for the duration of their lease period
- Maintain computer hardware during the 3 year lease period so that they can be returned at the end of the lease in good condition.
- Pay appropriate PC Lease costs
- Public Library will be responsible for damaged or lost leased equipment
- Public Library has a plan to replace the computers at the end of the lease

**Expectations of Vendor:** Provide hardware, quotes, and lease contracts in a timely manner

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

[2024 Lease Contract](#)