

Guidelines for Recycling and Donating Old Computers

When a computer reaches its end-of-life, or is no longer of use to a Member Library, it needs to be removed from service properly to ensure the security of the NLLS network, the data of those who used the computer, and the validity of the software licensing that NLLS applies to each computer.

What are my options when removing a computer from service?

When removing a computer from service, there are two options available to Member Libraries:

Recycling the computer

NLLS offers computer recycling services for Member Libraries. Once a computer needs to be removed from service, contact the TSI Department and they will arrange to receive the computer in your next van run. After receiving the computer, the TSI Department will wipe the computer of its data and deregister all licenses assigned to the computer. From there, the TSI Department recycles the computer at the community electronic recycling center in Elk Point.

NLLS requests that Member Libraries **do not** utilize electronic recycling services in their own communities, as the TSI Department must properly wipe a computer before it is disposed of.

Donating the computer

Even though a computer has reached the end of its useful life at a Member Library, many computers that are removed from service at a Member Library can still be useful to other members of the community and community organizations. For this reason, many Member Libraries are interested in donating their old computers to local individuals and organizations.

If your library would like to donate an old computer in your community, it must be sent to NLLS prior to being donated. Contact the TSI Department and they will arrange to receive the computer in your next van run. After receiving the computer, the TSI Department will wipe the computer of its data, deregister all licenses assigned to the computer, and return it to its factory state for use by the new user.

When donating a computer, Member Libraries should be clear with the recipient about the age of the computer and if it is near the end of its useful life. Note that NLLS is not able to keep any licensed software on a computer that is being donated.



Questions?

If you have any questions, contact the TSI Department at ask@nlls.ab.ca.