



Learning Assistance Center
City College of San Francisco

LAC Computer Labs Software Installation Request

Instructor's Information:

Name:

Date:

Phone Number:

Department:

Email Address:

Software Information:

Title:

Version:

Company:

License Information:

- Single-User – Lab does not accept single-user software for installation
- Multi-User (copy of license attached, see “Software Installation Permit Guidelines”)
- Site License (copy of license attached, see “Software Installation Permit Guidelines”)
- Licensed Shareware – description of source, proof of payment, etc. No evaluation copies/demos are accepted.
- Freeware – description of source, website, author, etc.

Brief Software Description and Code/Password if necessary:

Media and manuals/handouts given:

- Floppy Disk (How many: _____)
- CD-ROM (How many: _____)
- Manuals (How many: _____)
- Handouts (How many: _____)

The Learning Assistance Center Computer Labs are open to students beginning on the first day of instruction each semester, therefore new software must be provided at least two weeks prior to the start of the semester in order to be tested, installed and available for student use. New software generally cannot be installed in the lab during the course of a semester. Unless instructed otherwise, software will be uninstalled from the lab at the end of the current academic year.

Software Installation Permit Guidelines

The Academic Computer Lab will be able to install software requested by an instructor if the following conditions are met:

- Instructor has filled out this **Software Installation Request** (available in the ACL or via download from the ACL web site (<http://www.ccsf.edu/LAC/acl.shtml>);
- Instructor provides a legal copy of the **software** to the ACL for its permanent possession;
- The software is **licensed** for installation on at least 100 computers in the public access Academic Computer Lab;
- Instructor supplies the copy of the above named site license to the lab with the request form;
- If no site license is available then instructor can obtain the publishing company's written permission to install the software (name and version specified) on 100 computers in the public access Academic Computer Lab and supply a copy of that permission to the lab;
- If only verbal permission from the publishing company is available, the instructor will obtain from the Department Chair, Program Coordinator, or Dean, a signed letter stating that the publishing company allows the software to be installed on 100 computers in the public access Academic Computer Lab free of charge with no site license required;
- The Software Installation Request has to be renewed by the interested instructor **every school year**.
- An instructor needs to contact the ACL with updates to previously installed software; the ACL will not automatically update software.