

Take-Home Checklist

Task 1: Inventory your library's IT closet

Please check all items in use, and record their make/model in the blank.

[Internet source—fiber box, modem, etc.] _____

Router _____

Switch _____

Others (may include server, firewall, other device):

Please sketch a simple network map—ask your IT professional for help if needed.



Task 2: Verify that all of your library's computers have up-to-date antivirus and anti-malware software.

- Check all PCs for functioning and updated anti-virus/anti-malware software.

Task 3: Assess your Broadband

- Internet Service Provider and contact Information:

- What type of connection do you have? (T-1, cable, fiber optic, etc.) _____
- What is the advertised speed (in Mbps) for your connection? _____
- Use speedtest.net or speakeasy.net/speedtest to test your actual speed* (record in Mbps)

Download speed: _____ Upload Speed: _____

*Please note, if your library experiences any Internet "slowdowns" you should check your speed multiple times to determine if you have enough bandwidth to support peak Internet use. We recommend checking prior to opening (least busy time), mid-morning (or a light-to-moderate use time), and during your library's peak Internet use time (often after-school when kids and teens are playing games or doing homework online).