

University of Illinois at Urbana-Champaign Library
Computing Technology Allocation Program (CTAP)
Planning Guide

Part 1: Understanding options

Technology types – workstation, laptop, tablet

Workstation

What is it?

- A complete computer (desktop or tower) configuration complete with keyboard, mouse, web camera, speakers, and display.
- Runs on Windows operating system (7 or 8.1)

Examples

- HP Elitedesk 800 series G1:
 - Ultra-slim desktop
 - CMT mid-sized tower
 - All-in-one

What work is it suited for?

- General productivity – web browsing, email
- Microsoft Office – Outlook, Word, Excel, Powerpoint
- Library back office applications – Voyager, Oxygen, ILLiad, Aeon, Ares
- Adobe Creative Cloud suite – Acrobat, Photoshop, etc

Consider using a workstation if you:

- Prefer low maintenance requirements
- Prefer automated and frequent application and operating system updates
- Have secure computing requirements
- Want reliable (wired) network access
- Have infrequent mobile computing needs that can be met by the loaner pool

Considerations

- A workstation is definitely not a mobile solution

Laptop

What is it?

- Mobile computing device with workstation-class processing power, built-in wireless networking, integrated display, keyboard and pointing device;
- Can serve as workstation replacement

Examples

- Lenovo T450s, X250
- HP Elitebook 820, 840 G2
- Apple Macbook Pro, Macbook Air

What is it best suited for?

- Faculty and staff with robust and regular mobile computing job-related requirements

Consider a laptop if you:

- maintain several office locations across campus
- work in the field (out of office) while on campus
- attend multiple conferences and/or partake in significant job-related travel
- collaborate on long term research projects
- work remotely as a required component of job

Considerations for laptops

- Less frequent and reliable application and operating system updates
- Risk of hardware and data loss due to damage, loss or theft
- More end-user responsibility for care and maintenance of laptop
- Less reliable network connectivity, both on and off campus

Mobile device (tablet)

What is it?

- Mobile computing device with touch screen interface, built-in wireless networking, lack of integrated physical keyboard, minimal internal storage and processing capacity; cannot serve as a workstation replacement
- Examples: Apple iPad2, Google Nexus, Lenovo Thinkpad 10

What is it best suited for?

- Highly mobile, touch oriented computing
- Specialized apps available through stores from Apple, Android, Windows
- Fast access to basic computing functions – web browsing, email, etc.

Who should select a tablet?

- Note: tablet devices are not suitable replacement a primary computing device such as a workstation or laptop
- On a case-by-case basis, tablets may be selected for unique or specific responsibilities following consultation between Library IT and supervisor/Unit Head

Operating systems

What is an operating system?

- Software that manages computer hardware and software resources and provides common services for applications.

What options are supported?

- Microsoft – Windows 7 Enterprise (x64), Windows 8.1 Enterprise
- Apple – OSX 10.10 (Yosemite)

What is Microsoft Windows best suited for?

- Library applications
 - Voyager (only runs on Windows)
 - Aeon, Ares, ILLiad clients (only runs on Windows)
- General productivity
 - Outlook and Lync operate optimally on Windows
- File server connections (G: & H: drives, etc)

What is Apple OSX best suited for?

- Specialty purposes, including audio and visual editing and production
- Specific and unique applications developed solely for Apple
- UNIX/BSD operating system requirements

Part 2: Decision Guide

❖ Technology type – workstation or laptop

- If you answer yes to one or more of the questions below, you may want to consider a laptop.
 - Do you:
 - Maintain multiple office locations across campus?
 - Work in the field and out of office while on campus?
 - Attend multiple conferences and/or engage in significant job-related travel?
 - Collaborate on long term research/investigation projects?
 - Work remotely as a required component of job?

- If you answer yes to one or more of the questions below, you may want to consider a workstation.
 - Do you:
 - Have position or research related technical requirements for advanced processing, graphics rendering, or storage capacity?
 - Require reliable (wired) network connections to file servers and Library applications?
 - Prefer automatic and frequent application and operating system updates?
 - Have mobile computing needs that can be met through the loaner laptop pool at the Library IT Help Desk?

❖ Operating system -- Microsoft Windows or Apple OSX

- You should consider Microsoft Windows operating systems if you answer yes to any of the questions below:
 - Do you use any of the following for your work related responsibilities?
 - Voyager modules (Windows only)
 - Aeon, ILLiad, Ares clients (Windows only)
 - Do you require reliable use of Microsoft Outlook and Lync applications?
 - Do you need reliable connection to file servers, including G: & H: drives?

- You should consider Apple OSX operating system if you answer yes to the questions below:
 - Do you have a job-related requirement for audio/visual editing?
 - Do you need to use specific Apple-only software?
 - Do you need to utilize functions in a UNIX/BSD based operating system?