Computer Maintenance Checklist

Once a month

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Check for important Windows Update updates												
Update media players & file viewers (VLC, Reader, 7-Zip)												
Update runtimes (such as Flash, Java Shockwave)												
Update browsers (Internet Explorer, Firefox, Chrome and Safari)												
Check your printers – run a test page												
Check supplies and order more as needed												
Clean your computer screens with screen-cleaning cloths & solution												
Clean computer inside with compressed air & dry cloth.												
Check for unneeded or unused programs and consider uninstalling them												
Clean the CD-ROM drive												
Review and update computer use policies & patron instruction materials												

Once a year

Renew your antivirus subscription	
Check cables for wear and tear	
Clean inside of your PCs (blow out all the fans, power supply, CPU, etc)	
Update your drivers as needed (for printers, sound cards, video cards, etc)	
Review and update library policies and patron instructional materials	
Check batteries in your UPSes	

Get in touch

Call us at 845.471.6060 ext.240

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webchanges@midhudson.org **for website changes**

cataloging@midhudson.org **for Sierra record issues**

MID-HUDSON LIBRARY SYSTEM