Hardware Inventory Worksheet

Item / Description	General Category	Date of Purchase or Age	Type of Use	Under Warranty	Support Contract Current	Obsolescence Rating	Upgradable (Y/N)	Serial Number	Approx. Cost	Other Notes

Possible Inventory General Categories

- Workstation
- Server
- Network Infrastructure
- Printers
- Misc.
- A/V Equipment
- Utility (Telephone)
- Archival Access (Microfilm)
- Graphics and Publishing (Scanner, Specialty Printers)

Type of Use

P	Public
S	Staff
M	Mixed
I	Infrastructure
C	Catalog Only

Obsolescence Rating

1	Current
2	Acceptable
3	Near Obsolete
4	Obsolete

From K. Bolan and R. Cullin, *Technology Made Simple,* © 2007 by the American Library Association.