

Technology Purchasing Guide



Purpose

Use the catalog to assist with purchasing peripherals and accessories for technology. Items in this catalog are proven to work in Berea College's information technology environment and can be supported by the TRC staff within available resources. These items may be purchased without going through IS&S approval by using a College purchasing card. All other purchases of computer and digital media technology, peripherals and accessories must be approved by IS&S per the College [Purchasing Policy](#). **Please note, mobile devices (iPads, Surfaces, and other tablets) and phones must be obtained through IS&S and be approved according to the [Portable Wireless Device Policy](#).** If you need assistance determining the best plan for addressing your computer and digital media technology requirements, we are always available to assist.

For Assistance Contact:

TRC Help Desk

We are located next to the Library through the far right entrance

Phone: #3343

Email: Help_Desk@berea.edu

Web: <https://www.berea.edu/iss/technology-resource-center/>

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External Hard Drives

An **external hard drive** is a portable storage device that can be attached to a computer through a USB or FireWire connection, or wirelessly. **External hard drives** typically have high storage capacities and are often used to back up computers. Please note that when purchasing External Hard Drives for college data, the unit will need to be encrypted to reduce the risk of compromising sensitive data.

Suggested Brands (desktop or portable)

Seagate

Western Digital

Maxtor

The drive will need to be formatted to work for Mac computers

Depending on the storage capacity, the pricing ranges from:

\$90.00 to \$300.00



External CD/DVD Drives

Many laptops are being manufactured without DVD drives as a standard feature. In fact, the college's most recent standard computer model does not have an optical (DVD) drive in it. Therefore, for situations like, saving files, ripping disk, reinstalling operating systems, burning discs, etc., an external drive might be something to purchase. Below are a few suggestions for purchasing.

If purchased we recommend a DVD writer

Suggested Brands

LG

Samsung

Toshiba

\$25.00 to \$60.00



Flash/USB Storage Drives

Flash drives can be used to move data from one computer to another in a small, easily transported device. For example, you can save your presentation from one computer to your flash drive and open it on another computer used for the presentation.

Depending on what you are storing, we recommend a 16 GB or larger flash drive.

Suggested Brands

SanDisk

Kingston

Corsair

The drive will need to be formatted to work for Mac computers

Depending on the storage capacity, the pricing ranges from:

\$10.00 to \$300.00



Keyboard/Mouse

Keyboards and **Mice** can be replaced at any time for your comfort level. The college provides a standard model, but it can be replaced. Please make sure the standard items are returned.

Suggested Brands (desktop or portable)

Microsoft

Logitech

\$10.00 to \$60.00



Computer Monitors

The college will supply a single 22" **computer monitor** with your issued computer. Secondary monitors can be integrated for dual display. Monitors should be purchased with a 16:9 aspect ratio with at least VGA and HDMI inputs

Suggested Brands

Asus

Dell

Samsung

\$130.00 to \$400.00



LCD TV

An **LCD TV** can be purchased for portable or stationary use. The TRC has units available for rent, but are available on a first come first basis.

Suggested Brands

LG

Samsung

Sharp

Depending on the size, the pricing ranges from:

\$200.00 or higher



Portable Scanners

A **portable scanner** will allow you to scan documents, cards and other material from practically anywhere, connected to a compatible device.

Suggested Brands

Ambir

Epson

Neat

Some units may require assistance for hardware and software set up.

Prices range from:

\$166.00 to \$300.00



SD Card Storage

SD cards are used in digital cameras, music recorders, mobile devices, and laptops. There are different speed classes, storage capacities, and physical size to dwell on before purchasing. Please see [here](#). The TRC does not supply SD cards for storage.



Suggested Brands (desktop or portable)

SanDisk

Lexar

Kingston

Depending on the storage capacity and class, the pricing ranges from:

\$10.00 to \$300.00

Wireless Presenters

Wireless presenters can be purchased to assist with or enhance professional presentations using power point or similar applications. The TRC has wireless presenters available, but on a first come basis.

Suggested Brands

Kensington

Logitech

Targus

Pricing ranges from:

\$30.00 to \$70.00



Video Cameras

Sometimes **video camcorders** can be purchased for recording frequent presentations, class projects and other everyday usage. The TRC has camcorders for rent, however, the inventory is available on a first come first serve basis.



Suggested Brands

Canon

Panasonic

JVC

The pricing ranges from:

\$300.00 to \$500.00

Please note: Anything above \$500, may need to be purchased through IS&S.

Portable Projectors

Sometimes **portable projectors** can be purchased for travel or frequent office use. The TRC has projectors for rent, however, the inventory is available on a first come first serve basis.

Suggested Brands

Epson

InFocus

Panasonic

The pricing ranges from:

\$400.00 to \$600.00

Please note: anything above \$500 may need to be purchased through IS&S



Web Cameras

Web cameras can be used in conjunction with your computer for interactive video meetings using platforms like Skype or Google Hangout. Most computers are made with built in cameras, but an external camera may provide more video coverage and flexibility. Web cameras are not available for rental.

Suggested Brands

Microsoft

Logitech

The pricing ranges from:

\$40.00 to \$70.00



Voice Recorders

Voice recorders can be used to record audio for transcript or later playback. The TRC has recorders for rent, however, the inventory is available on a first come first serve basis. .

Suggested Brands

Sony

Zoom

Olympus

The pricing ranges from:

\$50.00 to \$400.00

Please note: An external memory card may need to be purchased with the device. Some devices have internal memory.



Possible Vendors

Newegg

Provantage

GovConnection

CDW-G

Adorama

B&H

Wal-Mart