

## Information sheet

The Faculty Toolkit is a collection of free and reduced-price multimedia software tools that instructors on all University of Minnesota campuses now can download from a Web site. The tools must be used for University course development and instructional purposes. The kit is co-sponsored by the Office of Information Technology (OIT) and the Office of the Senior Vice President for Academic Affairs and Provost and developed and managed by Academic and Distributed Computing Services (ADCS) and the Digital Media Center (DMC), units of OIT.

### **Recipients**

#### **Faculty members**

The Faculty Toolkit software is provided once per year for no charge to any faculty member who meets these three criteria:

1. He or she is paid through the University of Minnesota payroll.
2. He or she is in one of the following classifications:
  - 9401 Professor
  - 9402 Associate Professor
  - 9403 Assistant Professor
  - 9404 Instructor
  - 9410 Regents Professor
3. He or she has a tenure-track appointment.

#### **Others**

University of Minnesota teaching assistants and employees who do not meet the criteria above may purchase the Faculty Toolkit software for the prices shown that reflect University-wide volume purchases.

### **Requirements**

1. Each recipient must
  - fully complete an agreement form and have his or her department head or manager sign it;
  - provide a course number and title for each software tool requested (unless paying);
  - obtain only ONE Macintosh or Windows version per each request; and
  - have a DVD player and burner to access/install all software.
2. Prices include one year of maintenance.
3. Recipients may request upgrades by submitting a new agreement form. Follow the application instructions below.

### **Application instructions**

To avoid processing delays, please provide all the information requested on pages 2-3 below, including all required signatures and dates, then fax them to **(612) 625-6817**, or return or mail them to:

University of Minnesota, Twin Cities  
**Academic & Distributed Computing Services (ADCS)**  
190 Shepherd Laboratories, 100 Union Street S.E.  
Minneapolis, MN 55455

We will e-mail you instructions about how to access the software shortly after we receive the form. If you have questions or cannot access the software after receiving the instructions, contact the ADCS staff at [toolkit@umn.edu](mailto:toolkit@umn.edu) or (612) 625-1300.



<http://www.umn.edu/oit>



<http://www.umn.edu/adcs>



<http://dmc.umn.edu>

## Agreement form

ADCS USE ONLY

Date Revd:

Initials:

Order Filled:

IX #:

Entered:

### 1. Identification information:

Recipient status (check a box at right):  Faculty member

Other

Recipient contact information (write below):

(Last name)

(First name)

(Title)

(Campus)

(Department)

(Campus mailing address)

(Campus street number and name)

(Campus city and zip code)

(Telephone number)

(E-mail address)

Technical support staff contact information (write below if collegiate/unit staff members will install the software):

(Last name)

(First name)

(Telephone number)

(E-mail address)

### 2. Information about courses for which you will use the software:

Course number:	Course title:	Semester:	Year:

3. Did you receive Faculty Toolkit software last year?

Yes  No

4. Platform requested this year:

MACINTOSH - OR -  WINDOWS

5. Software requested this year and access method (all can be downloaded, but you need a DVD player and burner to access/install all software):  DVD/CD - OR -  DOWNLOAD

Request:	Software name:	Faculty cost:	Others'
<input type="checkbox"/>	Adobe Acrobat 8.0	No charge	\$55
<input type="checkbox"/>	Adobe Dreamweaver CS3	No charge	\$65
<input type="checkbox"/>	Adobe Flash CS3 Professional	No charge	\$65
<input type="checkbox"/>	Adobe Photoshop CS3 Extended	No charge	\$165
<input type="checkbox"/>	Macromedia Authorware 4.0 (MacIntosh)	\$290	\$290
<input type="checkbox"/>	Macromedia Authorware 7.0 (Windows)	\$290	\$290
<input type="checkbox"/>	Macromedia Director MX 2004	\$375	\$375
<b>Total cost:</b>			

### 6. Payment information:

All Faculty Toolkit costs for faculty members, staff members, and teaching assistants must be charged to a University CUFs number that has the object code 7330.

CUFs number: \_\_\_\_\_

Total cost (from above): \_\_\_\_\_

Billing contact: \_\_\_\_\_

(Name)

(Telephone number)

**7. Signatures**

I, the undersigned, hereby certify that I am a faculty member/employee of \_\_\_\_\_  
 \_\_\_\_\_ (write in department name) and, in consideration  
 of the receipt of a copy of the Faculty Toolkit software, I agree to the following conditions governing its use:

I acknowledge that the Faculty Toolkit software obtained from University of Minnesota Academic and Distributed Computing Services (ADCS) may be used only by faculty and staff members at the University of Minnesota. I will not permit copying of Faculty Toolkit software, and shall not allow reproduction of the Faculty Toolkit software, other than for backup purposes.

I acknowledge that these products are copyrighted and that the individual software companies retain all title and ownership rights to their products. I agree not to copy or permit others to copy the products, in whole or in part. I further agree that the products must remain under my control, and that resale or other transfer is explicitly prohibited.

I will not take Faculty Toolkit software out of the United States.

Faculty Toolkit software may not be made available on a time-sharing, rental, or any other basis not specifically authorized by the license granted to the University of Minnesota.

I agree to return all copies of Faculty Toolkit software that I have obtained from ADCS when my employment at the University of Minnesota ends, or if the University of Minnesota discontinues its license for my Faculty Toolkit software, or at the end of the term of my license for use of Faculty Toolkit software. At that time, I also will destroy any Faculty Toolkit software backup copies I have made, whether on diskette, hard disk, or any other medium.

If I choose to use Faculty Toolkit software at home, I agree not to allow access to the product by anyone when the product is removed from University premises. I further agree that my home use of Faculty Toolkit software only will be for activities related to my University of Minnesota employment, not for any commercial activities. Faculty Toolkit software will be distributed only to University of Minnesota faculty and staff members.

Should the University of Minnesota be sued by any of the companies that create and distribute any of the Faculty Toolkit software because of my action, I agree to indemnify the University of Minnesota for all costs related to such suit, subject to the terms and conditions as outlined in Section 107.000 of the Agreement between the Regents of the University of Minnesota and the University Education Association.

I understand that a breach of any provision of this Agreement will constitute an act outside of the scope of my relationship with the University, and that I will receive no defense or indemnification from the University of Minnesota in any resulting legal action.

I accept this software on an "AS IS" basis without warranty of any kind, either expressed or implied, but not limited to, the implied warranties of fitness for particular purpose. I accept this software without reliance upon any expressed or implied representations as to the performance or capabilities of the software which may have been made by the University or the manufacturer.

**I have read this document and understand its content and my responsibilities regarding Faculty Toolkit software.**  
 (Both signatures below are required to receive access to any Faculty Toolkit software tools.)

**Accepted by:**

**Recipient status:**  Faculty member  Other

**Approver status:**  Department head  Manager

\_\_\_\_\_  
 (Recipient's signature)

\_\_\_\_\_  
 (Department head's or manager's signature)

\_\_\_\_\_  
 (Date)

\_\_\_\_\_  
 (Date)

\_\_\_\_\_  
 (Printed name)

\_\_\_\_\_  
 (Printed name)

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