Unit Plan: Equipment Requests [Acct. Category 6000]

Unit: Library
Division or Area to Which You Report: Language Arts
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Date: 3/15/08

Audience: Budget, Deans
Purpose: To be read and responded to by Budget Committee.
Instructions: Please fill in the following as needed. Text boxes below will expand as you type.
Please note: this form is for equipment whose unit cost is over $200

Brief Title of Request (Project Name): AV Equipment

Building/ Location: Building 100, Room 105

Request Amount (include unit cost, total cost, tax, and shipping): $500

Description of the specific equipment or materials requested:

One VCR/DVD combo with monitor

What educational programs or institutional purposes does this equipment support?

Use of DVD/VHS collection for student instructional purposes.

Briefly describe how your request relates specifically to the Educational Master Plan and the Goals and objectives Section of your Unit Plan (Part II, Section 2)?

2. Renew Collections based on 7c. Adequacy of Library Resources
Why is this equipment necessary?

_____ Immediate health, safety, or security issues  
_____ Increases enrollment  
___ x __ Prevents further deterioration of facilities

_____ Replaces deteriorated equipment or facilities  
_____ Shows cost advantage due to rising prices  
_____ Provides visibility for the Bond Program

Briefly describe how the above criteria are satisfied:

This equipment supports the research needs of all students.

What is the consequence of not funding the equipment?

Fewer students will have access to the DVD/VHS collection

What alternative approaches have been considered to meet programmatic demands for this equipment?

The library has looked at streaming video but at this time, it is not a cost effective nor a good replacement for our video collection.

How many students will be impacted by the purchase of this equipment?  
Large class orientations and a large library skills sections

Do students use this equipment?  
___ x ___ yes  
___ no

Is this equipment a replacement?  
___ x ___ yes  
___ no

Staffing requirements for new equipment (number of staff, are they available, training, etc.):

Will training be required?  
___ yes  
_ x _ no

At whose cost? NA

What are the estimated ongoing costs (for maintenance, etc.)? None

Are there potential utility costs/savings?  

Is this request CTE (Career Technical Education) Eligible?  
_ yes  
_ _ x _ no