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): Audiovisual Materials

Building/ Location: Building 100, Room 119

Request Amount (include unit cost, total cost, tax, and shipping): $22,000

Description of the specific equipment or materials requested:

Audiovisual Materials (CD DVD, etc)

What educational programs or institutional purposes does this equipment support?

Library Reference, Student research, Library Skills I Sections

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  
___x__ Replaces deteriorated equipment or facilities

_____ Increases enrollment  
_____ Shows cost advantage due to rising prices

___x__ Prevents further deterioration of facilities  
_____ 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?

The Library will be forced stop all purchases of Audiovisula materials.

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

The library uses other materials to also support the research needs of students but faculty and students also rely on visual and audio materials for their research and class presentations

How many students will be impacted by the purchase of this equipment? All Students

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? None

Is this request CTE (Career Technical Education) Eligible?  
_____ yes  
___x__ no