Unit Plan: Equipment Requests [Acct. Category 6000]

Unit: Library
Division or Area to Which You Report: Language Arts
Author(s) of this Unit Plan: Jim Matthews, Carol Baumann, Kim Morrison, Norman Buchwald, Debbie Soares

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):** Reference Serials (Books)

**Building/ Location:** Building 100, Room 119

**Request Amount (include unit cost, total cost, tax, and shipping):** $20,000

**Description of the specific equipment or materials requested:**
Reference Serial subscriptions update the reference collection annually

**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?**
<table>
<thead>
<tr>
<th>Criteria</th>
<th>Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Immediate health, safety, or security issues</td>
<td>x</td>
</tr>
<tr>
<td>Increases enrollment</td>
<td></td>
</tr>
<tr>
<td>Prevents further deterioration of facilities</td>
<td>x</td>
</tr>
<tr>
<td>Replaces deteriorated equipment or facilities</td>
<td></td>
</tr>
<tr>
<td>Shows cost advantage due to rising prices</td>
<td></td>
</tr>
<tr>
<td>Provides visibility for the Bond Program</td>
<td></td>
</tr>
</tbody>
</table>

**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The reference collection will rapidly become out of date and become useless for students.

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

The library uses other materials to also support the reference needs of students but some materials are cost effective in print and bound than in other online formats.

**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  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  no