



Activity Title: **Purchase Digital Equipment for Student Checkout**

Project Sponsor/Staff (Name/Phone):

Amy Wallace
Dean of the Library
805.437.8911

Activity/Event Date(s): **Fall 2009**

Please check if any of the following apply to your IRA:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Equipment Purchase | <input type="checkbox"/> Field Trip |
| <input type="checkbox"/> Event | <input type="checkbox"/> Participant data collection for public dissemination, i.e. interviews/surveys that result is a journal/poster session/newsletter |
| <input type="checkbox"/> IT Requirements | <input type="checkbox"/> Risk Management Consultation |
| <input type="checkbox"/> International Travel | <input checked="" type="checkbox"/> Late Submission |
| <input type="checkbox"/> Space/OPC Requirements | |
| <input type="checkbox"/> Infrastructure/Remodel | |
| <input type="checkbox"/> Other _____ | |

Previously Funded: YES NO Yes, Request # _____

Does your proposal require IRB (Institutional Review Board) approval: Yes No

Assessment submitted for previously Funded Activity: YES NO

Academic Program or Center Name and Budget Code: **Library 840**

Date of Submission: **08/17/09**

Amount Requested: **\$ 18494.25**

Estimated Number of Students Participating: **All**

Conditions and Considerations:

The digital equipment cost estimates were provided by IT. The library has always worked with IT to purchase digital equipment with existing vendors and to insure quality products and reasonable prices.

This application is a Late Submission. Although this project ranked high in the university's one-time budget request process, it could not be supported due to the current budget crisis. The library, however, believes that this is a student centered project and thought it might be a candidate for IRA Funds.

Application
Instructionally Related Activities Funds Request
2009-2010 Academic Year

Conditions and Considerations

Equipment Purchase-If requesting large equipment, Project Sponsor must show proof of correspondence with OPC Administration. In addition, all other purchases must follow Procurement Guidelines

Events-Attach copy of Events and Facilities Use Request Form (Public Folders-Events & Facilities folder) Consider time frame for set-up and take down.

Participant Data Collection for Public Dissemination-If Project Sponsor proposes to conduct research with human participants then it may be subject to IRB (Institutional Review Board for the Protection of Human Subjects) review. It is the Project Sponsor's responsibility to inquire with the IRB prior to IRA application submission to determine if the project is exempt from IRB review so that funding is not delayed. Please indicate on the cover page if your project is exempt from IRB review.

Field Trip-If approved, Identified Risks of Participation and Release Agreement must be submitted for each student to the Program Office (Public Folders-HR Forms).

IT Requirements-Requires proof of correspondence and approval from IT Administration

International Travel-Requires International Travel application be submitted to Center for International Affairs.

Risk Management Consultation-Requires proof of correspondence with Risk Management.

Space/OPC Requirements, Infrastructure/Remodel-Requires proof of correspondence with OPC Administration .

Late Submission (Deadlines: Fall 3/14, Spring 10/15)-Requires explanation for emergency funding.

Fiscal Management: Project Sponsor's program will be responsible for all costs incurred over and above what is funded through the IRA award and will be responsible for seeing that any revenue that is intended to offset the amount of the IRA award is transferred accordingly.

Application
Instructionally Related Activities Funds Request
2009-2010 Academic Year

Requirements and Signatures

Please provide the following in your application:

1. **Brief Activity Description.** Describe the activity and its relationship to the educational objectives of the students' program or major.

Based on feedback from the Student Library Advisory Committee and circulation statistics, the library found that several pieces of digital equipment are in high demand. Each year more and more student projects are requiring students to use digital cameras, flip video cameras, and LCD projectors. There are times during the semester when all cameras and projectors are checked out, and people must be placed onto a waiting list. However a wait list does not always help those who have an assignment deadline looming. In order to make more of this high demand equipment available, the library would like to purchase:

| | | |
|--------------------------|---------------|-----------|
| 5 LCD Projectors | 5 @ \$1015.00 | \$5075.00 |
| 10 Digital Still Cameras | 10 @ \$506.90 | \$5069.00 |
| 5 HV Video Cameras | 5 @ \$770.05 | \$3850.25 |
| 30 Flip Video Cameras | 30 @ \$150.00 | \$4500.00 |

Total: \$18494.25

2. **Relation to IRA to Course Offerings.** All IRAs must be integrally related to the formal instructional offerings of the University and must be associated with scheduled credit courses. Please list all classes that relate to the program proposed.

There are far too many courses to list. The library does not keep statistics by course or major due to standard library privacy policies. Based on those who complain that the equipment is never available when they need it, the library knows that heavy users of digital equipment are Art, Communication, Education Credential, Environmental Science and Resource Management, Sociology, and Spanish. Students tend to use the equipment for capstone, research methods, and service learning courses as well as creative projects, portfolios, fieldwork, and assignments that require self reflection or presentations.

3. **Activity Assessment.** Describe the assessment process and measures that the program will use to determine if it has attained its educational goals.

The Library will continue to use circulation statistics to assess digital equipment use as well as student feedback via the Student Library Advisory Committee, our Annual Student Survey, and our Annual Graffiti Survey. All library assessment data is compiled and analyzed in July.

4. **Activity Budget.** Please enclose a complete detailed budget of the entire Activity **bold** specific items of requested IRA funding. (Page 4)

The Library will purchase and make available for checkout:

| | | |
|--------------------------|---------------|-----------|
| 5 LCD Projectors | 5 @ \$1015.00 | \$5075.00 |
| 10 Digital Still Cameras | 10 @ \$506.90 | \$5069.00 |
| 5 HV Video Cameras | 5 @ \$770.05 | \$3850.25 |
| 30 Flip Video Cameras | 30 @ \$150.00 | \$4500.00 |

Total: **\$18494.25**

5. **Sources of Activity Support.** Please list the other sources of funding, and additional support for the activity.

At this time, there is no additional support for this project.

7. **Acknowledgment.** Project Sponsor and Program Chair acknowledge that they have reviewed and accepted the Conditions and Considerations detailed on page 2.

Signatures and Dates

Amy Wallace 8/31/09
Project Sponsor Date

Amy Wallace 8/31/09
Program Chair/Director Date

Amy Wallace 8/31/09
Dean

A. K. Rodriguez 9/23/09

Application
Instructionally Related Activities Funds Request
2009-2010 Academic Year

ACTIVITY BUDGET FOR 2009-2010

1. Operating Expense Budget

| | |
|--------------------------------------|----------------------|
| A. Supplies | _____ |
| B. Vendor Printing | _____ |
| C. In-State Travel | _____ |
| D. Out-of-State Travel | _____ |
| E. Equipment Rental | _____ |
| F. Equipment Purchase | _____ \$18494.25 |
| G. Contracts/Independent Contractors | _____ |
| H. Honorarium | _____ |
| I. OPC Chargeback | _____ |
| J. Copier Chargeback | _____ |
| K. Other (Please Specify) | _____ |
| TOTAL Expenses | _____ \$18494.25 |

2. Revenue

| | |
|--|-------------------------|
| A. Course Fees | _____ |
| B. Ticket Sales | _____ |
| C. Out of Pocket Student Fees (exclusive of course fees) | _____ |
| D. Additional Sources of funding (Please specify And indicate source) | _____ |
| E. Requested Allocation from IRA | _____ \$18494.25 |
| Total Revenue | _____ |