



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

Project Sponsor/Staff (Name/Phone):

Steve Stratton
Head of Collections and Technical Services
805.437.8913

Activity/Event Date(s): **Spring 2012**

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 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: **10/31/11**

Amount Requested: **\$ 9,753.97**

Estimated Number of Students Participating: **All**

Conditions and Considerations:

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

The library believes that the purchase and circulation of digital photographic, video and sound recording equipment is a student centered project and believe that this request is a candidate for IRA Funds.

Application
Instructionally Related Activities Funds Request
2011-2012 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
2011-2012 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 Feedback forms 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 HD cameras, and camera lenses with greater distance possibilities. There are times during the semester when all cameras and video camera equipment 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:

10 Canon VIXIA HF M40 digital HD camcorder		
	10 @ \$649.99	\$6,499.90
10 camera bags	10@15.00	\$ 150.00
6 55-300 lenses	6 @ \$359.95	\$2,159.70
10 headphones	10 @ \$25.00	\$ 250.00
Total:		\$9,059.60
With Tax Total		\$9,753.97

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 request the equipment, the library knows that heavy users of digital equipment are Art, Communication, Education Credential, Environmental Science and Resource Management, Sociology, and Spanish. Faculty in the following programs did send information regarding the use of cameras in their courses. Jeanne Grier, Professor of Education says that the following courses are required to use the equipment to film their student teaching: EDMS 565/566, EDMS 575/576, EDMS 571/575, EDM 581/585, AND SPED 581. Sean Anderson of ESRM states that the following courses use the cameras and lenses: ESRM/BIOL 314, ESRM 350, ESRM 492, ESRM 352, ESRM 462. Liz King reports the following ART classes are heavy users of digital equipment also: ART 317, ART 322, ART 325. 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 of each year.

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:

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Total:		\$9,059.60
With Tax Total		\$9,753.97

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 purchase.

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

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Steve Stratton

[Signature]

10/31/11
Date

Amy Wallace

10/31/11
Date

Amy Wallace

10/31/11
Date

Application
Instructionally Related Activities Funds Request
2009-2010 Academic Year

ACTIVITY BUDGET FOR 2011-2012

1. Operating Expense Budget

A. Supplies	_____
B. Vendor Printing	_____
C. In-State Travel	_____
D. Out-of-State Travel	_____
E. Equipment Rental	_____
F. Equipment Purchase	_____ \$9,753.97 _____
G. Contracts/Independent Contractors	_____
H. Honorarium	_____
I. OPC Chargeback	_____
J. Copier Chargeback	_____
K. Other (Please Specify)	_____
 TOTAL Expenses	 _____ \$9,753.97 _____

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

\$9,753.97

Total Revenue
