

Materials, Services, Facilities and Technology Fee Fiscal Year 2018-2019 Budget Request Form

DUE: Friday, January 19, 2018

If you have questions about this form, please contact Gina Matibag at (805) 437-3320
For additional information please consult the MSFT web page

▼ Application

Project or Activity Title

Library student equipment requests

Requestor

Stephen Stratton

Requestor Phone Number

437-8913

Requestor Email

Stephen.Stratton@csuci.edu

Amount of MSFT Funding Requested

24850.00

Date Funding Needed by

Whenever available

Are you a member of the Division of Student Affairs?

- ☒ No
☐ Yes

Please select your AVP/Dean

Wallace, Amy E - Dean Library & AVP Cont. Improvement

Will you receive funds from any other source(s)?

- ☒ No
☐ Yes

Has this project or activity previously received MSFT funding?

- ☒ No
☐ Yes

Please describe how the use of MSFT funds for this project or activity will benefit the CI student body.

Please provide the following in your application. You may attach additional files as needed (applicants may be requested to meet with the committee to discuss proposals)

1. Brief Project Description

Describe the project and its benefits to the educational or co-curricular experience of students at CI. Please provide specific information about how MSFT funds will be used and their impact on the campus. Please describe how this project benefits CI students? Please describe items and provide justification if your request includes the purchase of computers, equipment, furniture or other materials. Please provide a timeline for implementation of the proposed project. If physical improvements are requested please describe need, scope and impact of work to be completed. If the project includes provision of services please indicate the type of service, personnel costs and level or quantity of service to be provided with project funds.

2. Project/Activity Budget

Please enclose a complete detailed budget of the entire project. Indicate specific items of requested MSFT funding including (where applicable) a schedule and priority of project items to be considered if the project is funded at a reduced level. Were other, less costly, approaches considered when preparing the budget for the project? Are there elements that could be eliminated or deferred if funding is not available for the entire project?

3. Project Assessment

Describe how the effectiveness of the project will be assessed and measures that will be used to determine if it has attained its objectives. Please note a report will be due at the end of the semester (or fiscal year for annual projects). If funded, how will the project acknowledge the use of student funds so that students are aware that their student fees made (or helped to make) it possible? If appropriate, indicate how the project or activity promotes sustainability at CI.

4. Sources of Project Support

Please list the other sources of funding, and additional support for the activity. If this project or activity has been conducted previously please indicate how it was funded. Please explain if MSFT is the only source of support for the project.

Brief Project Description

In support of the university's mission to be student centered, the library is requesting funding to replace outdated media equipment used by students across campus for their courses. The media items being requested are used by students for media projects in such programs as EDUC, COMM, SPAN, ART among others. Additionally, many of CI's students come from low income or first-generation families and do not own equipment like this at home for their use. It is vital that the library provide these students the opportunity to access the equipment needed to complete their coursework, much as we provide access to current journals, newspapers, and materials for completing projects. The audio recorders, used for recording interviews or practicing languages have reached end of life and are in need of replacement. The library believes that this student-centered equipment request is a strong candidate for MSFT Funds. There is currently no state-side budgetary funds allocated for digital equipment ordering or replacement within the library budget. Other equipment in this request include headphones for circulation. These allow students to play movies, audio files, and other sound files while using the library workstations while minimizing the noise from those uses. They are instrumental in maintaining as quiet a space as possible in the library. The final equipment item we are requesting is a large hard drive desktop for use in turning the library's CD collection into a digitized collection. This will provide access for students to the classical, norteno, and folk music CDs that the library owns. As you are aware many laptops are now being produced with no disc drives built into the laptops. After consulting with Music Program faculty, we will digitize the collection and provide listening access to the music in this manner moving forward.

Brief Project Description Additional Documents

Project/Activity Budget

25 Audio recorders .	\$2,500
20 New lenses for the DSLR cameras .	\$20,000
20 headphones	\$350
1 multi-terabyte hard drive desktop	\$2,000

Project/Activity Budget Additional Documents

Project Assessment

cameras, recorders, photographic equipment, and headphones are popular items in the library collections. This past year circulation for these items were headphones, 2147 times; cameras 1323 times with an additional circulation of 283 for lenses alone; audio recorders circulated only 98 times due to aging equipment.

Project Assessment Additional Documents

Sources of Project Support

At present there are not other means of supporting media equipment circulation or music listening at the library. Stateside budgets have not grown to support these areas at this time. The original equipment that was purchased by the library when it opened were part of the funds used to supply the library with equipment and materials as part of the building opening. This request will replace that equipment which dates to 2008.

Sources of Project Support Additional Documents

Fiscal Management:

Project sponsor's unit or department may be responsible for incurred over and above what is funded through the MSFT. If support is requested for costs beyond initial award, or for use on activities or materials not included in approved proposals, the project sponsor must seek approval from the MSFT committee. The project sponsor will be responsible for managing purchases and transfers of funds related to approved projects.

Please review MSFT web page for information about the fund and its objectives before submitting your application.

 Stephen Stratton Jan 18 2018

▼ AVP/Dean Review

☒ I approve of this MSFT Fee Application

 Amy Wallace Jan 18 2018