



**Materials, Services, Facilities and Technology Fee
Fiscal Year 2016-2017 Budget Request Form***

DUE: Friday, January 15, 2016 @ 5:00 P.M.
Please return completed requests via email to gina.matibag@csuci.edu

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

Project or Activity Title: **Student photographic equipment.**

Name of organization requesting funds: **Broome Library**

Date: **1/4/2016**

Requestor: **Steve Stratton**
Stephen.stratton@csuci.edu

Contact Phone Number: (**437-8913**)

E-mail:

Amount of MSFT Funding Requested: **\$51,243.25**

Date Funding Needed by: **summer 2016**

Will you receive funds from any other source(s)? YES NO

If yes, please detail amount requesting from other source(s) as well as your total request for fiscal year 2015-2016 (including request from MSFT).

Has this project or activity previously received MSFT funding? **In the past, Broome Library has received some funding for the purchase of other media materials. An attached report indicates the circulation statistics of the media materials for video, still, and go-pro cameras and notes from the staff in charge of the equipment at Broome regarding circulation.**

If yes, please attach copy of report

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 pages and materials (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.

In support of the university's mission to be student centered, the library is requesting funding to replace outdated media equipment used by students across campus for their courses.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. The library believes that this student-centered equipment request is a strong candidate for MSFT Funds.

In addition, Broome Library has since its opening provided publicly accessible television monitors for both program and campus advertising in the lobby of the building and 2 monitors for viewing of programs in the media lounge. The monitors in the lounge area are close captioned and used for a variety of student requested programming. They are particularly used for sporting events and also are set to play news networks if not being used by students for particular interests. The display TVs acquired for this installation will also have the ability to broadcast programs from internet sources to provide full up-to-date programming potential. Broome Library views this piece of the equipment funds request vital to continue services already provided to students.

There is currently no state-side budgetary funds allocated for digital equipment ordering or replacement within the library budget.

Project/Activity Budget. Please enclose a complete detailed budget of the entire project. Indicate (in **bold**) 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?

The digital camera equipment cost estimates were provided by the library's digital circulation staff. The library always works with IT to purchase digital equipment with existing vendors and to insure quality products and reasonable prices. The vendor chosen is the preferred CI vendor for digital equipment. The costs per camera including carrying bag, lithium ion batteries, and assorted cords and cards is \$1396.95 for a total of \$48893.25

The display television cost estimates were also generated from the B&H website, the IT preferred vendor. 2 television monitors at \$689, 1 display monitor in the lobby for program and building use advertisement. \$972. The Total for this request is \$2350.

2. **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.

The easiest way to assess use of equipment is the circulation stats for the equipment and this printout is included with the request.

3. **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.

At present there are not other means of supporting media equipment circulation or television or streaming broadcast 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.

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.

Requestor

Signature

Date

AVP

Signature

Date