



## Student Technology Fee Committee (STFC) Annual Allocation Request

### ALLOCATION REQUEST DATE INFORMATION

Date Created: 2019-12-04 13:08:03

Date Due: 2019-12-06 23:59:00

Date Submitted: 2019-12-05 09:38:05

### ALLOCATION REQUEST TITLE/DESCRIPTION

Request Title: Small equipment replacement fund

Request Description: A small fund to replace old, worn out equipment that the library checks out on a routine basis

### ALLOCATION REQUEST INFORMATION

Department Name: Library

Request Code: 19A0208

Contact Names: Tim Bostelle

UW Tacoma Affiliation: Staff

UWT Email Address: tbostell@uw.edu

Phone Number: 2536924650

Title of Request: Small equipment replacement fund

Type of Request: One Time

Department Head Approval:  Department Head: Justin Wadland

## Annual Request Information

### 1. Background: Review and discuss the context of the proposed technology in detail. Explain how this proposal will be used in conjunction with an original proposal or existing technology. If applicable, how is the current technology disabled or inadequate?

In addition to checking out laptops the library also checks out phone chargers, laptop chargers, headphones, HDMI cords, adapters, mice, keyboards, speakers, and other small items which typically cost less than \$100. These items are circulated a LOT and often simply wear out from use (like the phone chargers) or become worn and ratty (like the headphones). We are asking the STFC to grant the Library a small, \$250, annual fund which we would use to replace these small items. These types of block grants are popular and common. The STFC committee in Seattle supplies a rather large technology block grant for the library (in Seattle) so that they can replace broken equipment like computers without having to write out a proposal for each replacement item. We hope the STF Committee in Tacoma can do something similar, though on a much smaller scale.

### 2. Benefit to Students: Discuss how students have benefited from the original proposal, if applicable. How will additional funding of the technology benefit students? If this was an unforeseen technology need, discuss how students will benefit from this new proposal and why the need cannot wait for annual allocation funding.

Students love checking out STFC funded phone chargers, headphones, and other peripherals in the Library. The benefit to funding this program is that items can be purchased quickly rather than waiting 6-12 months to receive funding.

### 3. Access: Describe who will be using or will have access to the resources being proposed. If the access has changed since an original proposal, be sure to note that here. In addition, all previous requestors, please provide historic data highlighting the usage and accessibility of technology. All new

requestors, please provide user need data.

Students only!

**4. Timeline: Provide a timeline showing how the proposed technology can be completed during the requested period. Describe when you would like to see this proposal initiated and completed, and why.**

We already have several items we need to replace. As soon as the funds are released the Library would start purchasing items. The Library will also provide an accounting of items purchased in June 2020.

**5. Resources/Budget: Discuss available financial, personnel and space resources devoted to the proposed technology and level of support. Proposal must detail all the items/resources requested to be purchased. This includes filling out the Item Detail in next section.**

Library staff maintain, checkout, and check in all equipment. We would also be doing all purchasing and would provide the accounting for items purchased.

## Funding Request Items

Item	QTY	Cost Per Item	Shipping Fee	Tax Per Item	Subtotal
Block grant for replacement equipment	1	\$250.00	\$0.00	\$0.00	\$250.00
OVERALL TOTAL:					\$250.00