



Student Technology Fee Committee (STFC) Annual Allocation Request

ALLOCATION REQUEST DATE INFORMATION

Date Created: 2026-01-09 10:22:31 Date Due: 2026-01-09 11:59:00 Date Submitted: 2026-01-09 11:22:51

ALLOCATION REQUEST TITLE/DESCRIPTION

Request Title: Fund Request for Replacement STFC Equipment Circulated by the Library
Request Description: The UWT Library circulates 295 individual pieces of technology and equipment for the enrichment of student learning experiences. Over time this equipment degrades to wear and needs to be replaced.

ALLOCATION REQUEST INFORMATION

Department Name: Library Request Code: 26A0561
Contact Names: D'Andre Williams UW Tacoma Affiliation: Staff
UWT Email Address: willid7@uw.edu Phone Number: 2536924994
Title of Request: Replacement fund for STFC Purchased equipment and Replacements for Bro... Type of Request: One Time
Department Head Approval: Department Head: Kaijsa Calkins

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?

Students often rely on the availability of our equipment collection to attend virtual lectures, which has become even more pertinent during this pandemic. These items all receive heavy use and circulate daily. Among our 15 headphones alone we have over 3958 individual transactions, with each circulation being anywhere from a 1 to 3 day period. As you might imagine, our daily-use items become very worn; however, unlike our laptops, these items do not have a warranty that can act as an avenue for replacement when they inevitably break due to wear and tear. This proposed fund would see that a fund is put in place to replace and repair damaged STFC equipment so that we can maintain the same level of access to these vital small technologies without significant delays or disruptions to workflow. This proposal consists of two discrete parts. a request to replace broken laptops as soon as possible and a persistent fund to replace equipment that is nearing end-of-life or will reach end-of-life by the end of the fiscal year.

2. Benefit to Students: Discuss how students have (for returning applicants) or will (for new applicants) benefit from this technology. How will additional funding of the technology benefit students?

With a persistent fund line, the library can maintain the same level of access and availability for all students year-round without having to wait to make additional funding requests to replace items en-masse. This also relieves students of potentially extreme burdens in the case of unforeseen damages that could be easily addressable with a replacement fund rather than library fine structures. This is both philosophically and practically significant. Fines and fees can sometimes make all the difference for students experiencing hardship and their ability to continue their schooling. On our campus we have made numerous strides to be responsive and equitable, but the reality is that we have many students that experience financial hardship across a spectrum of socio-economic backgrounds. This would be a great addition for STF towards maintaining and furthering these numerous efforts.

3. Access: Describe who will be using or will have access to the resources being proposed. In addition, all previous requestors, please provide historic data highlighting the usage and accessibility of technology. All new requestors, please provide user need data.

UW Tacoma students have sole access to the STF equipment circulated at the UWT Library.

Circulation stats are linked in the spreadsheet below. These statistics detail usage for each piece from their time of purchase and addition to the catalog to present. Many of these items have received use beyond their typical life-cycle and are in dire need of being replaced. This build up of needed replacement needs would be better and more efficiently met through a persistent fund line, saving both money and personnel hours. Ideally, we would not be in a situation where we have to purchase equipment en-masse which not only creates more work at all levels of the systemic chain but also represents potential holes within access as we have to attempt to anticipate unknown user needs rather than responding to them in real time. As of right now we have 5 laptops that are broken without any recourse or ability to repair them as they are beyond their warranty. This poses a significant drop in access as you can see illustrated by the usage data that laptops are by and far among the most circulated equipment. All of this equipment was purchased and circulated between 2020 - 2025 with the oldest being far beyond the typical end-of-life usage.

https://docs.google.com/spreadsheets/d/1Q05QDJp1QhvszkrqCQfj0zwdx7wujAH3/edit?usp=drive_link&ouid=107167221735910863054&rtpof=true&sd=true

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.

Purchases will be completed and fulfilled via amazon or through Campus IT on a as needed basis. Laptops will be purchased as soon as funds become available and will be available for circulation the same day they are acquired by the library.

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.

Funding Request Items

Item	QTY	Cost Per Item	Shipping Fee	Tax Per Item	Subtotal
Replacement Dell Latitude 3340 or Equivelent	5	\$1,100.00	\$0.00	\$98.00	\$5,990.00
Replacement Block Fund	1	\$1,500.00	\$0.00	\$0.00	\$1,500.00
OVERALL TOTAL:					\$7,490.00