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INSTRUCTIONAL EQUIPMENT REQUEST

Due in Dean/Unit Head's Office on September 19, 2011 (FALL) and March 1, 2011 (SPRING)

The Definition of Instructional Equipment can be found in the California Community College's Budget and Accounting Manual. A copy of these definitions is on the PBC webpage:
<http://grapevine/pbc/InstructionalEquipment.php>

Name of Requestor: Cheryl Warren, Library Coordinator

Division/Unit : Arts & Communication

Brief title of request (equipment or materials being requested must be similar, related or part of a system. FilmsOnDemand Academic Collection

Request amount (unit cost and total cost including tax and shipping.
Please include all costs including installation, modification to existing facilities to accomodate new equipment, etc.):
This should come from the vendor quote

Item (s) cost	\$ _____
Tax (.00975)	\$ _____
Shipping	\$ _____
Installation	\$ _____
Facilities Modification	\$ _____
Other	\$ _____
Total Cost	\$ <u>5865⁰⁰</u>

Attach copy of quote(s), estimate(s) and requisition(s):
(Must attach quote & requisition; absence of either will delay processing)

Brief description of specific equipment or materials requested and what they will be used for: (include the # pieces being requested; i.e.: 10 crayola crayons, sky blue, etc. in 250 words or less)

Films on Demand Academic Collection is Closed Captioned and contains over 3,500 titles in streaming video available to faculty and students on campus or off by accessing from the Library homepage.

Is this in your Program Review? Yes No

Collection development is crucial to the Library Mission and program. As such streaming video content represent a contemporary, user friendly means of providing information for research assignments, speeches, and other types of class work that the Library collection must support. Furthermore this collection of 3,000 plus titles has a wide variety of topics that support assignments across divisions and disciplines. Meanwhile the video collection supports information competency, library instruction, the distant learner and LPC curriculum; all of which are integral to the Library's Mission and Instructional Program as described in detail in the Library Program Review.

Is it a replacement? Yes

Upgrade? Yes

New technology? Yes

Please explain?

Streaming video is replacing VHS and DVD as the desirable visual format in the educational setting. This format is more contemporary with students' technology and usage. As such streaming video will continue to replace both vhs and dvd.

Videos, available 24/7 from the Library homepage, can be viewed in classroom or off campus by multiple users simultaneously, and have numerous benefits over the one copy vhs or dvd.

Following is the evaluation criteria; please see corresponding Instructional Equipment Rubric.

Instructional and Service Impact

How will this item have a positive impact on instruction and/or teaching and learning in the classroom? Is this for use by the Instructor or students, or both?

Available to students and faculty, this academic collection contains over 3,000 streaming videos covering a wide variety of topic. Videos are a useful teaching tool and are particularly suitable for the visual learner. The collection is entirely closed captioned. Also each film is divided into segments allowing the instructor to more easily find and use a small section without cuing up a vhs or dvd. The entire video can then be assigned to be viewed later by the class both on and off campus.

Students, faculty and staff have access to over 3,000 titles. These videos can be used in the classroom, linked to in Blackboard and incorporated into individual student projects or assignments. Streaming video is consistent with the on-demand format that students are using such as Netflix, Youtube, etc.

Films on Demand Academic Collection has partnered with a number of well known academic publishing sources including:
Films for Science and Humanities, PBS, Ken Burns, Cambridge Education, BBC, FrontLine, History Channel, Meridian, Nightline, etc.

Currently the Library has been purchasing single streaming digital titles for its video collection but this closed captioned collection would greatly expand the number of digital videos that the Library can offer faculty and students at a huge cost savings.

Collection contains top quality video content for every department and program:

- Humanities and Social Sciences
- Business and Economics
- Health and Medicine
- Science and Mathematics
- Archival Films and Newsreels

Please feel free to view content on the trial :

Streaming Videos On Demand:

<http://digital.films.com/>

Account Log-In:

Username: laspositas

Password: digital

Impact on Enrollment

Will the equipment impact enrollment, attract or increase the number of students participating in a course or program?

Although videos will not directly impact enrollment, attract or increase the number of students participating in a course or program, the content of these streaming videos is useful for numerous assignments across disciplines.

Access

How does this item promote the principles of universal design, by providing opportunities for under-represented populations & accommodate students with diverse learning styles?

Videos are ideal for the visual learner. Each title comes closed captioned and is split into segments with a description making the choice of sections easier to watch or re-watch. Titles in the collection can be viewed on campus and off campus anytime.

Outcomes

How will this equipment enable or enhance SLOs? What are the consequences related to learning outcomes if request is not funded?

Videos can easily support assignments or in class discussions that are part of an instructors SLO's.

Various assignments frequently require visuals by the student. This collection with all titles divided into easily seen short segments make the video useful for student presentations and assignments.

Searching and correctly citing audio visuals from the Library databases are included in the Library classes which directly effects a Library SLO.

Total Cost of Ownership (This is an attempt to identify what the ongoing costs of purchasing this equipment will be to the institution)

- a) What is the lifespan of the equipment? 5 years? 10 years? 20 years?**
- b) Is there sufficient current/planned space available for the storage and use of this equipment? If so, where will it be housed? If not, is there a proposed location and are there any costs associated with installation or modifications to the space?**
- c) Are there operating costs and how will they be covered by the department?**
- d) What will be required to maintain the equipment, such as regular servicing or upkeep? Who will perform maintenance, and what will the estimated costs be?**

a. Yearly renewal. Will not wear out and need replacement as DVD and VHS titles do.

b. Streaming video collection is housed at Films Media and does not require storage space from the Library

c. No operating costs once purchased. Can be viewed on campus and off. Can be viewed in a variety of electronic formats including Ipad.

d. There is no required maintenance. The Electronic Resource Librarian provides any contact needed with FMG to ensure proper access and performance of video collection.

Visibility/Profile within Community

Is this a "flagship" item that will bring recognition/notoriety to the College or raise the stature of the program? Will it attract students and/or enhance the image of the College in the community because of its rare, one-of-a-kind status?

Although not a "flagship" item, more and more colleges, including community colleges, are moving to streaming videos. To not have streaming video as part of a current up-to-date library collection would be undesirable.

Commitment to Sustainability

How does this equipment exceed basic sustainability goals and encourage renewable resources at the College? Is the design/operation of this item in keeping with the College's commitment to sustainable practices?

Unlimited, simultaneous access in class or off site makes streaming video much more desirable than VHS or DVD. Both VHS and DVD formats require on campus equipment that must be maintained and purchased. Also streaming video access means there will be no VHS or DVD to upgrade, store, weed and discard.

Health, Safety & Security

Does this equipment address any health, safety & security concerns? If so, please explain below.

The collection contains many videos on of health and safety that would be useful to students both personally and academically including titles on rape, drug use, nutrition and related issues.

Signatures (required)

(If requesting computer-related equipment/software, LPC IT Department Review is **required**.)

Requested by Craig Warner ^{Dean/} Unit Head [Signature]

IT Department Signature _____

Vice President [Signature]

LPC VP Business/President _____ LPC Business Office Use (Account Number) _____

LAS POSITAS COLLEGE Equipment, Apparatus & Service REQUISITION

#RLPC 2339

FOR OFFICE USE ONLY

FOR REIMBURSEMENT: List payee name & ssn.

SUGGESTED VENDOR: **Infobase Learning**

132 West 31st, 17th Floor, New York, NY. 10001-2006

NAME OF STAFF MEMBER C Warren	DATE WRITTEN 16-Sep-11	DATE REQUIRED	DIVISION/DEPARTMENT Library	ROOM #	Must include for all capital purchases	RETURN COPY OF REQUISITION TO L Barron
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DESCRIPTION (PRODUCT TYPE, SIZE, COLOR, STOCK NUMBER)

Do Not Send PO to Vendor

Database Invoice

UNIT	QTY	UNIT PRICE	EXTENDED COST
<p><i>IE Funds Request</i></p> <p><i>Films On Demand 2</i></p> <p><i>Academic Collection</i></p> <p><i>quote expires 30 days</i></p>			
SUB-TOTAL			\$ 5,865.00
Shipping/Handling			
Tax			
TOTAL COST			\$ 5,865.00

Only include tax and shipping on requests for reimbursement and payment of invoices. Receipts and invoices must be attached, please staple.

ACCOUNT #

FUND ORG ACCT PROGRAM

Business Office

APPROVALS

4/25/2001

Staff Development Coordinator (if applicable)

Administrator

[Signature]



132 West 31st, 17th Floor
New York, NY 10001-2006
Phone 1.800.322.8755
Fax 1.212.613.2820

Frances Hui
Las Positas College
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9/14/2011

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Online Resource Price Proposal

For: Las Positas College

PRICE QUOTE:

RESOURCE TITLE	PRICE
FOD: Closed Caption Video Collection	\$5,865.00

Above you will find your quote for one year (12 months) to the Database.

This quote represents a 15% discount for CCLC membership.

Please let me know your thoughts. This quote will expire in 30 days.

Products are available both individually and as a collection. Prices include unlimited usage and remote access.

FOR ORDERS OR FURTHER INFORMATION, PLEASE CONTACT:

Clark Turner
Digital Services Consultant
1-212-896-4233
cturner@infobaselearning.com