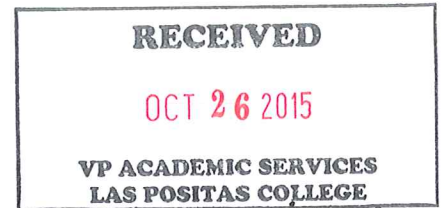


Instructional Equipment Request
2015-16

FALL 21



SECTION 1: SUMMARY INFORMATION

Brief Title of the Request: Additional CD/DVD Browsing boxes
Name of Requestor: Tina Inzerilla

Equipment Location: Library / BLDG 2000
Division/ Unit: ALSS/Library

SECTION 2: EQUIPMENT DESCRIPTION

Check one of the following:

The equipment is: A replacement An upgrade XXX New equipment/technology

Describe the specific equipment requested and how it will be used to replace, upgrade or provide new technology to the college from what is currently in place? If there is a legal requirement, a mandate, or safety concern for purchase of this equipment, please discuss and make specific reference to that regulation/concern. (Cost data should be recorded in Sec. 7)

The library is requesting 32 CD/DVD browsing bins. When the library was remodeled the architect did not include all of the CD/DVD browsing bins the library required in the plan. Approximately 50 percent of the CD collection is in boxes and inaccessible to students, faculty, and staff. Many students have requested CDs that we cannot currently access.

SECTION 3: EDUCATIONAL ITEMS- PROGRAM REVIEW

Which educational programs or institutional purposes does this equipment support?

In support of ACCJC Standard II.C.1.A that requires libraries to select and maintain educational equipment and materials to support learning, the CD collection provides students with access to materials required by their courses in the music and humanities programs. During the Fall 2015 accreditation visit, equitable access to the collection was stated as a major area of concern and that the library needs to strive to make all collections fully accessible.

Is this equipment included in your Program Review? Yes No

If yes, please cut and paste the appropriate wording here. If not, explain why.

In 2015-16 program review update section D:

Add 32 browsing boxes for CDs and DVDs for students to have easier access to the media. Currently, approximately 50 percent of the CDs are in boxes and are not accessible to students, faculty, and staff.

In 2015-16 program review update section E:

Add additional browsing bins for CDs and DVDs for students to have easier access to the media. This also supports student success in Basic Skills, CTE, and Transfer course because students will be able to locate CDs that are currently being stored in boxes due to a lack of shelving. Currently, approximately 50 percent of the CDs are in boxes and are not accessible to students, faculty, and staff. [*Establish regular and ongoing processes to implement best practices to meet ACCJC standards*]

SECTION 4: TEACHING AND LEARNING

Describe in some detail the impact this equipment will have on teaching and learning.

Impact on teaching: The CD collection is an integral part of the library collection that supports several programs including music and the humanities. Listening assignments require students locate various

CDs in the library. After the Library moved back to building 2000 it was discovered there are not enough CD shelving units (browsing boxes). Over half the collection of CDs is currently in storage boxes with no way for students to locate the CDs they need for their classes. These browsing boxes will also be used to store DVDS for our expanding collection that support the curriculum of multiple disciplines.

Impact on learning: Students will have a higher success rate locating the CDs and DVDs that relate to the courses that are offered at Las Positas College.

Per academic year, this equipment will impact:

All classes that request students to use CDs and DVDs. The specific number of classes is unknown. Number of classes or sections

Over 10,000 monthly students/faculty/staff/community members who enter the library. Number of students

SECTION 5: OUTCOMES (SLOs)

By documenting your specific SLOs, how will equipment enable student learning outcomes to be achieved? What are the consequences related to learning outcomes if request is not funded?

Several classes request students to find CDs and DVDs. In order for the students to successfully achieve the course SLOs the library needs to make all of the CDs available for browsing.

SECTION 6: LPC PLANNING PRIORITIES

Please address how this equipment will serve the current LPC planning priorities.

Purchasing CD browsing boxes will enable the library (a tutoring service) to meet the demand and support student success in Basic Skills, CTE and Transfer courses by providing ease of access to locating CDs.

SECTION 7: TOTAL COST OF OWNERSHIP (FINANCIAL & SUSTAINABILITY)

What is the potential life span of the requested equipment?: The potential life span is 25 years

What will be required to maintain the equipment, such as regular servicing or upkeep? Include these costs in initial and on-going costs below.

Nothing will be required to maintain the CD browsing boxes.

Where will the equipment be used or housed? If new storage is needed, describe the storage, location and costs to provide for it. Include these costs in initial costs below.

The CD browsing boxes will be installed as part of the permanent shelving within the Library, Building 2000.

Part A: Initial Start-up Costs

	Costs	Comments
Equipment or Materials	\$7,296.00	
Shipping or Delivery charges	0	Included in installation costs.
Installation costs	\$1,408.00	
Costs to modify facilities	0	0
Vendor Discount	0	0

Any Other Costs-training, etc.	0	0
Local Sales Tax	\$ 656.64	
Grand Total Costs =	\$9,360.64	Click the \$ and press F9 to calculate the grand total

A completed purchase order(s) and quote(s) for this total cost must be attached.

Part B: On-going Annual Operating Costs

Costs

Annual service or maintenance contract	\$ 0	
Estimated parts replacement each year	\$ 0	
Outside standardization or calibration costs	\$ 0	How often?
Storage costs	\$ 0	
New supply costs	\$0	
Any other costs, including labor		Specify
Annual Operating Costs =	\$0	How will costs be paid?

Part C: Incremental Labor Costs

Please describe who will be the key operator and who will perform the maintenance & repairs.

N/A

Are these individuals already trained? If not, how will they be trained, how long is the training and is there a cost for the training. Please include the cost above in initial start-up. Is the maintenance, operation and repair currently within their scope of duties?

N/A

Estimate the amount of time required in a month to perform this maintenance or operation

N/A

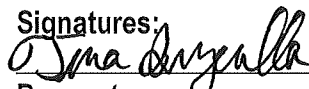
Explain how this equipment meets or exceeds basic sustainability efforts and/or provides renewable resources to the college?

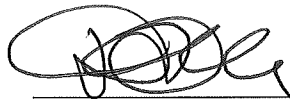
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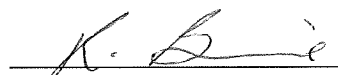
Funded requestors will be expected to respond to a brief RAC feedback survey by a requested deadline. Requests for computer related equipment & printers must be reviewed by LPC IT Department

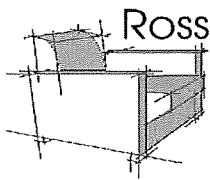
IT Department Authorized Signature: _____

Signatures:


Requestor
Date Originated: 10/8/15


Dean/Manager
Date Received 10/19/15


Vice President
Date Received _____



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QUOTATION

Project No.: **G15125**

Quote No.: **1**

Date: 9/29/2015

Phone No.: 925.424.1158

Fax No.: 925.443.0742

Reference desk 925.424.1150

TInzerilla@laspositascollege.edu

Ms. Tina Inzerilla, Ph.D., Library Coordinator
Las Positas College
3000 Campus Hill Drive
Livermore, CA 94551

Pullout Browsing Boxes to match existing			
Quantity	Description	Unit Price	Total
32	(MJSTBROWS3612PO) MJ Pullout Browsing Boxes, 36" wide X 12" deep X 7" high. Color to be sandstone to match existing. Installation location to be coordinated with the library.	228.00	7,296.00
		Total Material Net:	7,296.00
		Sales Tax: 9.00%	656.64
		Freight and Installation:	1,408.00
		Quotation Total:	\$9,360.64
Terms			
Net 30	Approx. Delivery: 8-10 weeks after order		Garen McDonald

E-mail: gmcDonald@rossmcdonald.com

*Quotation Accepted**

Date

*signed quotation will allow Ross McDonald Co. to proceed with order.

