UNIVERSITY *of* WASHINGTON TACOMA

Student Technology Fee Committee (STFC)
Special Allocation Request

ALLOCATION REQUEST DATE INFORMATION

Date Created: `2024-11-15 09:14:13`   Date Due: `2024-11-15 12:00:00`   Date Submitted: `2024-11-15 09:58:17`

ALLOCATION REQUEST TITLE/DESCRIPTION

Request Title: Fund Request for Replacement STFC Equipment Circulated by the Library

Request Description: This is a request for a persistent fund to refresh and maintain the STFC purchased materials that are heavily circulated at the library for students' academic success.

ALLOCATION REQUEST INFORMATION

Department Name:	Library	Request Code:	24S0468
Contact Names:	D'Andre Williams	UW Tacoma Affiliation:	Staff
UWT Email Address:	willid7@uw.edu	Phone Number:	2536924994
Title of Request:	Fund Request for Replacement STFC Equipment Circulated by the Library	Type of Request:	One Time

Department Head Approval: ✔   Department Head: Megan Gregory

Special 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?

The UWT Library circulates 295 individual pieces of technology and equipment for the enrichment of student learning experiences. Over half of this wide inventory which includes laptops, phone chargers, calculators, and more was purchased with STF. The Library is uniquely positioned to provide access to often expensive learning tools in way that is trackable and cost recoverable. Students often rely on the availability of our equipment collection to attend virtual lectures, succeed during exams, and find time for casual relaxation on campus. These items all receive heavy use and circulate daily from anywhere to 1 to 7 day periods. 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 proposal would see a fund put in place to replace and renew, repair, and replace damaged and otherwise unusable STF equipment so that we can maintain the same level of access to these vital resources without significant delays for student access or disruptions to workflow. This would include purchasing new units as well as consumables that are used in maintaining them like rechargeable batteries, chargers, and miscellaneous parts. Without a persistent fund it is impossible to remain agile, respond to emergent campus needs, and manage change as needed.

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.

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 in we have to purchase equipment en-masse which not only creates more work at al levels of the systemic chain but also represents potential holes within access.

https://docs.google.com/spreadsheets/d/1xbCFTI_1TAlCRxTF0BveSi0RnR-t0GMw/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.

Items will be purchased as needed with the fund line via Amazon Business and/or other departmental purchasing options.

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.

The tri-campus library system provides infrastructure, personnel, established procedures and processes, and maintenance to support all technology purchased via STF funds. This comes with space to house, process, and circulate the items as well as personnel to oversee and steward these processes.

Funding Request Items

Item	QTY	Cost Per Item	Shipping Fee	Tax Per Item	Subtotal
Replacement Fund	1	$700.00	$0.00	$0.00	$700.00
				OVERALL TOTAL:	$700.00