Executive Summary (1600 character limit, approx. 250 words or less)

"This proposal seeks to continue the Laptop Circulation & Support Service (as described at http://guides.lib.uw.edu/bothell/technology/laptops) that the Bothell Campus Library provides exclusively to the Students of the University of Washington Bothell. This service will be provided by the Bothell Campus Library for the period of July 1, 2023 – June 30, 2024, circulating and supporting up to twenty-five (25) laptops during all the hours the Library is open (including evenings and weekends). The continued availability and support of this service is entirely dependent upon annual approval of SAF funding for a small fraction of the total cost of providing the service. (Approximately 1/3 of just the annual wages for student employees providing the service.)

From the Campus Library’s Mission:
• Provide research and instructional services that enable students, faculty and staff to effectively access and use information and technology.
• Provide timely, accurate, and individualized services and resources to help faculty and students attain their academic goals.
• Develop strategic partnerships in order to provide an evolving range of services to faculty, staff, and students."

Need for Program (1600 character limit, approx. 250 words or less)

The main goal of this service is to support and circulate up to 25 take-home laptops exclusively for current UWB students. These funds will enable the Bothell Campus Library Technology Services staff and student employees to continue the responsibility for the maintenance and circulation of these laptops exclusively to UWB students in pursuit of their academic goals. Continued provision of this service in its current form is entirely contingent upon a fully funded annual SAF proposal.

Is this a new request? No

Strategic Plan (1000 character limit, approx. 150 words or less)

Ongoing SAF funding will allow the library to continue the laptop checkout service for students and to monitor and assess student use and demand for this service. We will continue to work with UWB STF to regularly replace existing laptops and to increase the number of laptops, if
This program potentially benefits the entire UWB student body with the availability of take-home laptops and technical support exclusively for UWB students in pursuit of their academic goals. The services provided include:

- Laptop check in/out (including maintenance of all print and web documentation)
- Software image updating and maintenance.
- Re-image each laptop as needed
- Routine cleaning, maintenance and warranty administration
- Technical support (phone support with technology assistants as available), troubleshooting hardware and software issues (as feasible).

The Library records and compiles the number of UWB STF laptop circulations and the number of support interactions for all laptops. The 25 current laptops entered full service with 7-day checkouts in January of 2020, and from the start of Winter Quarter 2020, through the end of Autumn Quarter 2022, there were 1,139 UWB STF laptop checkouts*, and we recorded 995 STF Laptop support interactions*, which include questions about using the laptops, and inquiries about the service and its availability.

*During the Pandemic (from March 2020 to September 2021) the laptop service model moved to quarterly checkouts to help limit the spread of COVID while still supporting students in need of the service. This greatly reduced the number of checkouts for that period, but the number of checkouts has steadily risen since on-campus operations resumed in Autumn of 2021, when we returned to the 7-day checkout period.*

Salary Positions

This funding request is to continue the UWB Student Take-Home Laptop Circulation & Support Service on behalf of UWB Students for the period of July 1, 2023 – June 30, 2024. The cost is based on a fraction of the approximate wages for UWB Student Employees who circulate and maintain the UWB Student Take-Home laptops. Salary costs in this proposal include established and projected increases in Student hourly wages (per the SAF spreadsheet) calculated at approximately 1/3 of the total time the Laptop Circulation Service is available to UWB students.
Programming/Events
provided by the Library as in-kind service

Printing & Photocopying
provided by the Library as in-kind service

Office Supplies
provided by the Library as in-kind service

Operations
provided by the Library as in-kind service
Total Amount (please note the total dollar value)
$30,935

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