

Question	Response
<b>Program/Service Title</b>	ASUWB Exclusive Circulation & Support Agreement for UWBSTF Laptops (2011-2012)
<b>Campus Department</b>	Campus Library
<b>Contact Person</b>	Tom Mahon
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<p data-bbox="188 562 581 636"><b>Executive Summary of Your Proposal</b></p> <p data-bbox="188 646 581 804">Please provide a concise overview of the program, activity, or service for which you seek funding.</p>	<p data-bbox="618 520 1435 842">This proposal seeks to continue the service agreement between the Bothell Campus Library and the Associated Students of the University of Washington, Bothell (ASUWB). The service agreement describes the service, Student Laptop Circulation &amp; Support, which will be provided by the Bothell Campus Library for the period of July 1, 2011 – June 30, 2012. The cost is based on a total of up to seventeen (17) laptops in circulation.</p>
<p data-bbox="188 1010 605 1503"><b>In 150 words or less, please describe the need for this program or service.</b> Please include any data that might support your proposal (e.g., the number of students who have participated in your service or program in the past). If your program is currently funded by SAF, please indicate how you have used the money to help your organization meet its goals.</p>	<p data-bbox="618 863 1435 1146">From winter '10 through fall '10 there were 1,057 UWBSTF laptop checkouts, which was a 28% increase over the previous year. Based on this information, we anticipate the laptop circulation and maintenance service will continue to grow and be in high demand. Continued provision of this service in its current form is entirely contingent upon a fully funded annual SAF proposal.</p> <p data-bbox="618 1199 1435 1440">The main goal of this service is to support and circulate 17 take home laptops exclusively for UWB students. These funds will enable the Bothell Campus Library Technology Services staff to continue the responsibility for circulating these laptop to UWB students at the Library Information Commons Tech Desk.</p> <p data-bbox="618 1493 1435 1650">The benefits of this program to the UWB student body are the circulation and technical support of take-home laptops exclusively for UWB students in pursuit of their academic goals.</p>
<p data-bbox="188 1667 605 1856"><b>In 150 words or less, estimate how many currently enrolled students will likely benefit from your proposed service or program.</b> Please estimate the</p>	<p data-bbox="618 1667 1435 1856">Any of the over 3,000 UWB students may benefit from this service. The Student Technology Consultants and laptop circulation are currently available from open to close every day of the quarter (except Fridays from 8am to 9am). The library funds the majority of the expense of employing the</p>

<p>number of other individuals (and indicate their affiliation) that might benefit from this service or program. Finally, please indicate other sources of financial support.</p>	<p>Student Technology Consultants.</p>
<p><b>How do you plan to assess the program or service?</b></p>	<p>The Library tracks the number of UWBSTF laptop circulations and the number of service interactions for all Student Tech Consultants.</p>
<p><b>In 150 words or less, please describe the benefits that participants are likely to gain by attending or participating in this program or service.</b></p>	<p>The benefits of this program to the UWB student body are the circulation of take-home laptops and technical support exclusively for UWB students in pursuit of their academic goals.</p> <p>This process includes:</p> <ul style="list-style-type: none"> <li>• Laptop check in/out (including maintenance of all print and web documentation)</li> <li>• Software image creation, updating and maintenance.</li> <li>• Re-image each laptop when it is returned (including set-up and maintenance of imaging station)</li> <li>• Routine maintenance and warranty administration</li> <li>• Technical support (phone support with technology assistants as available), troubleshooting hardware and software issues (as feasible).</li> </ul>
<p><b>Salary/Wages</b></p>	<p>This funding request is for \$14,900 to continue the Laptop Circulation &amp; Support Service agreement for 17 laptops for the period of July 1, 2011 – June 30, 2012. The cost is based on a percentage of the approximate wages for student technology consultants and maintaining the number of UWBSTF laptops in circulation. In light of the State's budget deficit and increasing costs, the Library may absorb future fiscal limitations by adjusting the hours of availability for some services. Any additional laptops, equipment, services, or support requested by ASUWB, or any committee, other than those described above, will require a separate contract with an additional charge.</p>
<p><b>Benefits</b> *Benefits paid to regular employees working at least .50 FTE should be calculated at 32% of earnings. Benefits paid to hourly</p>	<p>All student employees are part time temporary with an approximate 15% actual overhead charge. 15% of \$14,900 = \$2,235</p>

employees should be calculated at 11% of earnings.	
<b>Honoraria</b>	NA
<b>Facilities Rentals/Set-Ups</b>	Library will absorb this cost
<b>Telecommunications</b> *Telephone equipment should be estimated at \$35 per handset, per month (this includes only one extension).	Library will absorb this cost
<b>Security</b>	Library will absorb this cost
<b>Printing and Photocopying</b>	Library will absorb this cost
<b>Transportation</b>	Library will absorb this cost
<b>Meals and Lodging for Travel</b>	NA
<b>Office Supplies</b>	No response
<b>Food/Refreshments</b>	NA
<b>Equipment Rental/Purchase</b>	NA (These laptops were purchased with STF funds)
<b>Other</b>	NA
<b>Total Amount Requested</b>	\$17,135 (\$14,900 plus 15% overhead indicated for hourly support of program)