

## Student Technology Fee Request for Funding-Page 1

Program Title: ASUWB Exclusive Circulation & Support Agreement for UWBSTF Laptops (2008-2009)

Campus Affiliation: Campus Library

Contact Person: Rob Estes

Email: restes@uwb.edu

Campus Phone No. 2-5242

Campus Box No. 358550

### **Brief Project Overview**

This proposal seeks to continue the service agreement between the UWB/CCC Campus Library and the Associated Students of the University of Washington, Bothell (ASUWB). The service agreement describes the service, Student Laptop Circulation & Support, which will be provided by the UWB/CCC Campus Library for the period of July 1, 2008 – June 30, 2009. The cost is based on a total of up to fifteen (15) laptops and ten (10) wireless network cards in circulation. Any additional laptops, wireless cards, services, or support requested by ASUWB, other than those described above, will require a separate contract with an additional charge.

The number of individuals who check out a laptop is not a statistic we currently maintain, but we do know that from winter '07 through fall '07 there were 687 UWBSTF laptop circulations and 60 UWBSTF wireless network card circulations. This reflects an increase of 20% for UWBSTF laptop circulation from 2006. 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 STF proposal.

### **Full description of the project that includes the following sections:**

#### **A. The goal of the program or project**

The main goal of this service is to support and circulate 15 take home laptops and 10 wireless cards for UWB students. This will enable the UWB/CCC Campus Library Technology Services staff to continue the responsibility for circulating these to UWB students at the Information Commons desk. This process includes:

- Laptop and wireless network card check in/out (including maintenance of all documentation)
- Re-image each laptop when it is returned (including set-up and maintenance of imaging station)
- Routine maintenance and warranty administration
- Technical support (phone support with technology assistants as available), troubleshooting hardware and software issues (as feasible).

#### **B. A description of the program and how it will benefit the student body**

The benefits of this program to the UWB student body are the circulation of take-home laptops and wireless cards and technical support exclusively for UWB students.

#### **C. Specific information about the equipment and/or services being requested**

This funding request is for \$11,000 to continue the Laptop Circulation & Support Service agreement for the period of July 1, 2008 – June 30, 2009. The cost is based on the administrative overhead for technology consultants and a total of up to fifteen (15) laptops and ten (10) wireless network cards in circulation. Any additional laptops, wireless cards, services, or support requested by ASUWB, other than those described above, will require a separate contract with an additional charge.

**D. How the project will be implemented and by whom**

With approval of this proposal, the Campus Library will be responsible for the continued provision of the Laptop Circulation & Support Service. Without approval, it will end on June 30<sup>th</sup> 2008.

**E. What departments will be involved in the installation and support of this project**

The installation and support of this project will be handled completely by the Library Technology Services staff within the Campus Library.

**Student Technology Fee Request for Funding-Page 2**

ITEM (complete description of item, type of product, quantity) *	Unit Cost	Full Cost
Laptop Circulation & Support available to all UWB students – July 1, 2008 to June 30,2009		\$11,000
Funding for image updating, re-imaging, service support		
Includes the following:		
- Approx. 20% of the total funding for student tech wages		
- A small portion of funding for ongoing staff support		
- Administrative overhead of 11% for student technicians		
TOTAL		

\* This page is a crucial portion of your funding request. Items have to be described in detail, the number of people who this event will serve, quantity and cost of each item, etc. Pricing must be supported by additional documentation from the organization providing the items. Please be specific when listing costs, otherwise your request might not be granted.

**The following signatures are required before your application can be considered complete:**

\_\_\_\_\_  
**Anthony Guerrero**, (or designee)  
*Director, Facility Services*

\_\_\_\_\_  
Date

Comments:

\_\_\_\_\_

\_\_\_\_\_  
**Cynthia Fugate** (or designee)  
*Director, Academic Services*

\_\_\_\_\_  
Date

Comments:

\_\_\_\_\_

2007 Laptop Circulation - UWB Students

Absolute Frequency				Quarter				
Laptop	Wireless Card	School Affiliation	Patron Status	WINTER 2007	SPRING 2007	SUMMER 2007	FALL 2007	Grand Total
LTH	NONE	UWB	STUDENT					
		UWB Total						
	NONE Total							
LTH Total				19	10	2	17	48
LUO	NONE	UWB	STUDENT					
		UWB Total						
	NONE Total							
LUO Total				237	156	13	103	509
UWBSTF	NONE	UWB	STUDENT					
		UWB Total						
	NONE Total							
UWBSTF Total				209	222	52	203	686
Grand Total				465	388	67	323	1243

LTH=Library Take Home (for UWB or CCC students)

LUO=Library Use Only (for UWB or CCC students, cannot leave the library)

UWBSTF=Laptops for the exclusive use of UWB students