



INSTRUCTIONAL EQUIPMENT REQUEST

Due in Dean/Unit Head's Office on September 19, 2011 (FALL) and March 1, 2011 (SPRING)

The Definition of Instructional Equipment can be found in the California Community College's Budget and Accounting Manual. A copy of these definitions is on the PBC webpage:
<http://grapevine/pbc/InstructionalEquipment.php>

Name of Requestor: Cheryl Warren, Library Coordinator

Division/Unit : Arts and Communication

Brief title of request (equipment or materials being requested must be similar, related or part of a system. Fall Database Renewal

Request amount (unit cost and total cost including tax and shipping.
 Please include all costs including installation, modification to existing facilities to accomodate new equipment, etc.):
 This should come from the vendor quote

| | |
|-------------------------|---------------------|
| Item (s) cost | \$ _____ |
| Tax (.00975) | \$ _____ |
| Shipping | \$ _____ |
| Installation | \$ _____ |
| Facilities Modification | \$ _____ |
| Other | \$ _____ |
| Total Cost | \$ <u>11,743.50</u> |

Attach copy of quote(s), estimate(s) and requisition(s):

(Must attach quote & requisition; absence of either will delay processing)

Brief description of specific equipment or materials requested and what they will be used for: (include the # pieces being requested; i.e.: 10 crayola crayons, sky blue, etc. in 250 words or less)

Library is requesting approx \$12,000 for the Fall Database Renewal Bill:

Opposing Viewpoints
 NewsBank: America's Newspapers
 NoodleBib

Is this in your Program Review? Yes No

Database content supports information competency, library instruction, the distant learner and LPC curriculum; all of which are integral to the Library's Mission and Instructional Program as described in detail in the Library Program Review.

Databases in general provide students with the research content necessary for most discipline's assignments. Databases provide 24/7 access to a host of diverse information sources.

Opposing Viewpoints Database is used by variety of classes from English to Speech for critical thinking assignments by covering both sides of controversial issues.

America's Newspapers provides student access to local newspapers as well as national newspapers such as New York Times. This timely content cannot easily be found elsewhere offering particular insight into local, state and national events and editorials.

Is it a replacement? Yes

Upgrade? Yes

New technology? Yes

Please explain?

Renewal of current databases.

This is a renewal of existing databases which are a major component of the LPC Library collection. Students are taught, one-on-one or in classroom orientations, to use these online resources as part of the research process of locating, evaluating and using reliable information. The Library also provides on going in-service training to faculty to enable them to incorporate database content into their lesson plans and assignments, whether for the classroom or distance education.

Following is the evaluation criteria; please see corresponding Instructional Equipment Rubric.

Instructional and Service Impact

How will this item have a positive impact on instruction and/or teaching and learning in the classroom? Is this for use by the Instructor or students, or both?

For use by both instructor and student, these databases have a huge impact on teaching and learning. Databases provide 24/7 online access to magazines, newspapers, journals, reference materials, images, etc. Not only is online information the preferred choice of today's student but distant learners rely heavily on databases. Content can be accessed by multiple students at the same time unlike traditional print sources.

Specialized content databases such as Opposing Viewpoints have resources that are particularly suited to critical thinking projects and research into current, controversial issues.

America's Newspapers provides student access to local newspapers as well as national newspapers such as New York Times. With the changing web delivery of newspaper information, content is often not available or buried within the sites. This database provides searchable, timely content that cannot easily be found elsewhere offering particular insight into local, state and national events and editorials.

Meanwhile, the LPC print collection has been severely impacted by budget cuts. As a consequence, most print magazines and journals that are available full-text in databases have been canceled along with newspapers such as the New York Times and Wall Street Journal. Therefore the Library no longer has many of these titles in print format. Numerous disciplines require that their students use magazines, academic peer-reviewed journals or newspapers for assignments. Library collection now relies heavily on databases for this type of content.

Impact on Enrollment

Will the equipment impact enrollment, attract or increase the number of students participating in a course or program?

Although databases will not directly impact enrollment, attract or increase the number of students participating in a course or program, the content of these databases is essential to numerous assignments across disciplines.

A college library that cannot provide access to database content is severely handicapping students doing current research and class projects. Students who have not had the opportunity to use database content for critical thinking and information competency assignments will not be well prepared for 4 year college assignments or with life-long learning skills.

Access

How does this item promote the principles of universal design, by providing opportunities for under-represented populations & accommodate students with diverse learning styles?

Much of the database content is available in both print and audio to support various learning styles and disabilities. There is also a certain amount of language support to enable bilingual students to better understand the English content.

Other database features that improve access for different learning styles include: images, icons for different search strategy styles, various means to limit or filter searches, ratings as to reading level and available tips or helps in finding related content. An example is Opposing Viewpoints' use of color codes for reading levels to better accommodate ESL and Basic Skills students.

Outcomes

How will this equipment enable or enhance SLOs? What are the consequences related to learning outcomes if request is not funded?

Database content, such as that in Opposing Viewpoints, is used by many disciplines for student assignments which would relate directly or indirectly to that discipline's SLO's. Without access to this content, student research and projects will be affected.

Databases directly relate to the Library classes' SLO's. Information competency skills are taught in these classes which must have access to databases for assignments, plagiarism discussions and other class lessons.

Total Cost of Ownership (This is an attempt to identify what the ongoing costs of purchasing this equipment will be to the institution)

- a) What is the lifespan of the equipment? 5 years? 10 years? 20 years?
- b) Is there sufficient current/planned space available for the storage and use of this equipment? If so, where will it be housed? If not, is there a proposed location and are there any costs associated with installation or modifications to the space?
- c) Are there operating costs and how will they be covered by the department?
- d) What will be required to maintain the equipment, such as regular servicing or upkeep?
Who will perform maintenance, and what will the estimated costs be?

Databases are renewed on a yearly basis. The database content is updated frequently and seamlessly through the vendor's web site. Students and faculty are, therefore, assured of having access to the most current content.

Database resources are hosted at the vendors' sites and require no storage or maintenance on the Library part. Students & faculty can access the latest information from these databases on campus or off campus on any computer or suitable electronic device with appropriate internet access.

There are no operating costs other than the yearly renewal.

Electronic Resources Librarian provides any contact needed with the vendors to ensure proper access and performance of the product. There is no equipment that needs to be serviced.

Visibility/Profile within Community

Is this a “flagship” item that will bring recognition/notoriety to the College or raise the stature of the program? Will it attract students and/or enhance the image of the College in the community because of its rare, one-of-a-kind status?

All modern colleges, including community colleges, use databases to access journal and magazine content as well as other research materials. These databases allow institutions to provide access to many more titles and content than they could possibly afford to buy and house in hard copy form. Databases also extend availability to both the on-campus student and distant learner.

Any college not providing students and faculty with research content through databases would not be considered a modern, desirable educational institution. Databases are essential to the support of LPC's curriculum and mission.

Commitment to Sustainability

How does this equipment exceed basic sustainability goals and encourage renewable resources at the College? Is the design/operation of this item in keeping with the College's commitment to sustainable practices?

Database content is accessed through the internet and stored at the vendor's site requiring no storage space at the Library. This removes the need to weed and dispose of paper print copies.

Health, Safety & Security

Does this equipment address any health, safety & security concerns? If so, please explain below.

Signatures (required)

(If requesting computer-related equipment/software, LPC IT Department Review is required.)

Requested by Chris Waver Dean/ Unit Head [Signature] IT Department Signature
LPC VP Business/President _____ Vice President Maloney 9/26/11
LPC Business Office Use (Account Number) _____

LAS POSITAS COLLEGE Equipment, Apparatus & Service REQUISITION

#RLPC 2338

FOR REIMBURSEMENT: List payee name & ssn.

FOR OFFICE USE ONLY

SUGGESTED VENDOR: **Community College Library Consortium**
2017 "O" Street, Sacramento, CA. 95811

| | | | | | | |
|---|----------------------------------|---------------|---------------------------------------|--------|--|--|
| NAME OF STAFF MEMBER C Warren | DATE WRITTEN 12-Sep-11 | DATE REQUIRED | DIVISION/DEPARTMENT Library | ROOM # | Must include for all capital purchases | RETURN COPY OF REQUISITION TO L Barron |
|---|----------------------------------|---------------|---------------------------------------|--------|--|--|

| DESCRIPTION (PRODUCT, TYPE, SIZE, COLOR, STOCK NUMBER) | UNIT | QTY | UNIT PRICE | EXTENDED COST |
|---|------|-----|------------|---------------|
|---|------|-----|------------|---------------|

Do Not Send PO to Vendor

| | | | | |
|------------------------|--|--|----|-----------|
| Database invoice #5445 | | | \$ | 11,743.50 |
|------------------------|--|--|----|-----------|

IE Funds

| | | | | |
|--------------------------|--|--|--|---------------------|
| SUB-TOTAL | | | | \$ 11,743.50 |
| Shipping/Handling | | | | |
| Tax | | | | |
| TOTAL COST | | | | \$ 11,743.50 |

Only include tax and shipping on requests for reimbursement and payment of invoices. Receipts and invoices must be attached, please staple.

| | | | | | |
|-----------|------|-----|------|---------|-----------------|
| ACCOUNT # | FUND | ORG | ACCT | PROGRAM | Business Office |
|-----------|------|-----|------|---------|-----------------|

APPROVALS
 4/25/2001 Staff Development Coordinator (if applicable) *[Signature]* Administrator

RLPC 2938

Community College Library Consortium

ELECTRONIC INFORMATION RESOURCES COOPERATIVE PURCHASING PROGRAM

A joint endeavor of the Council of Chief Librarians and the Community College League of California

INVOICE # 5445

TO: Frances Hui
Librarian
Las Positas College
3033 Collier Canyon Road
Livermore, CA 945507650

Invoice Date: 9/9/2011
PO Number:
Acct No: 203

| Description | Jan 2012 - Dec 2012 | Total |
|---|--|--------------------|
| Gale free fall promotion | Biography In Context | \$0.00 |
| Gale special price | Opposing Viewpoints in Context | \$3,290.00 |
| NewsBank | America's Newspapers (renewal customers) | \$8,252.00 |
| NoodleTools 6 months to July 1, 2012 | NoodleBib | \$201.50 |
| | Now Due: | \$11,743.50 |

Payment is due and should be received by CCLC no later than Monday, October 10, 2011

Questions regarding this invoice should be directed to Sarah at sarah@cclleague.org. Send payment with one copy of this invoice to CCLC, 2017 "O" Street, Sacramento, CA 95811.

Effective August 2002 procedures for delinquent invoices are in place. They include a 5% penalty fee and suspension of access to the database(s) when payment is 90 days past the date of issuance on the invoice.