Student Technology Fee Grant Funding Request Form
Northwestern State University of Louisiana

Prepared by: ___Linda Newman Cox___ Department __Serials & Media Division__

College or Unit: ___Watson Library___ Campus: _____Natchitoches_____

Information Systems review by _____ Date _____

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1. Describe target audience. (0 points)

The target audience is all NSU students.

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2. Describe project/initiative for which you are requesting funds. (10 points)

The funds are requested to purchase a new computer to be used for checking out materials to students. It will be located in the Serials and Media Division on the 3rd floor of the library. The computer now being used is an old IBM 300 PL and it does not support our new magnetic stripe reader for the new university ID cards.

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3. State measurable objectives that will be used to determine the impact/effectiveness of the project. (10 points)

Objective 1: To provide all students with current technology for checking out library materials in the Serials and Media Division.

Objective 2: To diminish the amount of time to check materials out and to provide accuracy.

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4. Indicate how each project objective will be evaluated. (10 points)

Objective 1 will be measured by a monthly report provided by SIRSI, the library's online system and by evaluation of the faculty and staff who will use the equipment.

Objective 2's impact will be automatic. Scanning an ID will provide accuracy where manually inputting the information can be inaccurate. Scanning will also automatically be a faster procedure. This can be timed.

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5. Provide a justification for funding of the project. Estimate the number of students that will be served per academic year and in what ways. Please indicate also any unique needs of the target group. (10 points)

The computer is needed to provide fast, accurate service to students who are checking out materials from the Serials & Media Division of the Library. We need to be able to use the existing magnetic stripe reader to scan their ID cards. We are currently putting in the student information manually, which is time consuming and can be inaccurate.

Last fiscal year, we circulated 681 items using the old computer. This year's numbers are 25% higher 4 months into the new fiscal year.

6. How will funding of the project advance the University and College / unit technology plan? Which NSTEP objective/s will this funding benefit? (15 points)

This funding will support University Goal 2, To develop a plan for a learning-centered environment that reflects the "spirit" of the concept including distance learning technologies, innovative strategies and pedagogy, and a commitment to provide the necessary faculty and student resources to make this environment possible.

This funding meets NSTEP Objective 9: Provide new hardware and software for specialized functions and implement student identification card upgrades

7. List those individuals who will be responsible for the implementation of the project/initiative and indicate their demonstrated abilities to accomplish the objectives of the project. (0 points)

Alfred Ehlers of the Office of Student Technology will set up the computer and magnetic stripe reader. He has had years of experience with library computers; his abilities are undisputed.

8. Describe any personnel (technical or otherwise) required to support the project/initiative. (5 points)

Once the computer is set up and the magnetic stripe reader is working, no further support is anticipated except for possible minor tweaking; we would request help from Alfred Ehlers.

9. Provide a schedule for implementation and evaluation. (5 points)

Implementation will take place as soon as possible after the computer arrives. Evaluation will be made by the 4 faculty and staff members of the Serials and Media Division, who are the only ones who check out materials to students. The 4 people will meet a month after the computer and magnetic stripe reader have been set up to discuss how it is working. The department head will write a summary of the project and its effect, which will be submitted to Student Technology.

DATE	ACTION	PERSON RESPONSIBLE
Upon approval	Place requisition order	Annette Merrell, Library office
On receipt of equipment	Install	Alfred Ehlers
1 month after installation	Staff will evaluate	Linda Cox
Monthly	Statistical report on usage	Linda Cox

10. Estimate the expected life of hardware and software. Explain any anticipated equipment/software upgrades during the next five years. (0 points)

The computer should be functional for 5 or more years. However, if the technology for reading student IDs changes, the computer might have to be upgraded.

11. Explain in detail a plan and policy that will be in place to ensure property security/controls for any equipment received. Equipment will not be purchased until an acceptable policy is in place to ensure equipment security. (15 points)

Our department's policy is that a full-time staff or faculty member will be in the department at all times. Additionally, we have a student worker seated at our front counter at all times students are scheduled. We NEVER leave the room untended!

The library is a secure building that is monitored during all open hours. Upon closing, in accordance with library policy E02, all areas are checked and any security breach or damage to facilities or equipment is reported as required.

12. Attach a detailed budget, including: specs, description, cost, state contract number, and vendor for each item; cost of outside support personnel; and a description of how the proposal will support University/College/unit resources (i.e., cash match, funds from other sources, or reallocation of existing hardware/software or other equipment. (20 points)
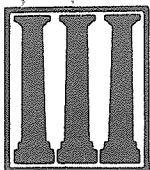
Attached are the specs provided by Alfred Ehlers.

No outside support personnel will be needed.

No other funds are available.

13. Attach a letter of support for the project signed by the requesting unit's Dean, the appropriate Vice President (for non-academic units), or the SGA President from the requesting campus (for student requests). (0 points)

Attached.

Student Technology Fee
Grant Proposal
2005-06

Name	**Signature**	**Date Reviewed**
Dr. Jim McCrory		
Comments:		
Tyron Tinnerello		10/24/05
Comments: *Current 300 PC is running NT 4.0. We will no longer support.*		
Christyn Perot		10/25/05
Comments: Office license if needed		
Tim Chadbourne		10/25/05
Comments:		
Gary Gatch		10/25/05
Comments:		
Dale Martin		11-11-05
Comments:		

Date Given to IS
10/24/05

Date Received from IS
10/26/05

NORTHWESTERN
STATE UNIVERSITY OF LOUISIANA
Natchitoches, Louisiana 71497

Eugene P. Watson
Memorial Library

Telephone (318) 357-4403
FAX (318) 357-4470

October 20, 2005

Jennifer Long, Support Specialist
Office of Student Technology
Student Technology Fee Grant Funding Committee

Dear Ms. Long:

This letter indicates my support of Linda Cox's request for Student Technology fees grant money. She is head of the Serials and Media Division of the library, and they are making do with one of the oldest computers on campus for checking out materials to our students. When the magnetic stripe reader arrived to accommodate the new student ID cards, we couldn't get the old computer to communicate with it. ST and IT people told us that we would need a newer computer.

The Serials and Media Division staff checked out over 800 items last fiscal year and they anticipate a 25% increase this year. They are currently inputting the student information manually. A new computer compatible with the existing magnetic stripe reader will save time, increase efficiency, and take advantage of the technology already in place. All of these will be to the benefit of students who check out materials.

Sincerely,

Fleming A. Thomas
Director of Libraries

10/19/2005

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Total Price*: $1,418.17

Description	Quantity	Unit Price	Item Total
1 OptiPlex GX620 SFF with Int Broadcom® GbNIC Intel® Pentium® D Processor 830 (3GHz,DC,2X1M,800MHz FSB)	1	$1,400.18	$1,400.18

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Date:	Wednesday, October 19, 2005 9:41:20 AM CST
Catalog Number:	84 RC961325
OptiPlex GX620 SFF with Int Broadcom® GbNIC:	Intel® Pentium® D Processor 830 (3GHz,DC,2X1M,800MHz FSB) 630SD - [221-9194]
Operating System(s):	Genuine Windows® XP Professional, SP2, with Media XPP2E - [420-4850]
File System:	NTFS File System for all Operating Systems NTFS - [420-3699]
Memory:	1.0GB DDR2 Non-ECC SDRAM,533MHz, (2DIMM) 1G2N52 - [311-5021]
Keyboards:	Dell USB Keyboard, No Hot Keys EUSB - [310-5247]
Monitors:	Dell 17 inch UltraSharp™ 1706FPV All-In-One stand for SFF chassis 1706FPC - [320-4368]
Video Card:	PCIe 128MB ATI Radeon X600SE (1 DVI/1 TV-out), low profile 128DVEL - [320-4276]
Boot Hard Drives:	80GB SATA II, 7200 RPM Hard Drive with 8MB Data Burst Cache™ 80S2 - [341-2247]
Floppy:	No Floppy Drive

Mouse:	Dell USB 2-Button Optical Mouse with Scroll
	NFD - [341-2290]
	USBO - [310-6609]
Lead Free Motherboard:	RoHS Compliant Lead Free Chassis and Motherboard
	ROHS - [341-2663]
Removable Media Storage Devices:	24X CDRW/DVD Combo, with DVD Playback
	24COMBO - [313-3326]
Audio Solutions:	Integrated AC97 Audio
	INTSND - [313-8170]
Speakers:	No Speaker Option
	NSPK - [313-1416]
Resource CD:	No Resource CD
	NORCD - [313-3673]
Energy Star Setting:	Energy Star Enable
	ES - [310-4721]
Hardware Support Services:	4 Year Limited Warranty plus 4 Year NBD On-Site Service
	U4OS - [900-6630] [902-1453]
Installation Support Services:	No Onsite System Setup
	NOINSTL - [900-9987]
Mouse Pad:	Mouse Pad
	MPAD - [310-3559]

2 USB PS/2 ADAPTER USB B SOK   1 $17.99 $17.99
Dell Part #: A0391455

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NORTHWESTERN STATE
UNIVERSITY OF LOUISIANA
Natchitoches, LA 71497

Student Technology
Watson Library, Room 113

Telephone (318) 357-6482
FAX (318) 357-6480

January 6, 2005

Mrs. Linda Cox
Northwestern State University
Watson Library
Natchitoches, LA 71458

Dear Mrs. Cox,

It is with pleasure that the STAT (Student Technology Advisory Team) has fully funded your grant proposal for Fiscal Year 2005-06 in the amount of $1,418.17.

Ordering of equipment listed in the grant proposal will take place during the month of January.

Please be reminded that your grant was funded through Northwestern Student Technology Fees, all equipment purchased, therefore, must be used exclusively and directly for/by Northwestern students.

You are commended for, and encouraged to continue your efforts to enrich the learning environment for students at Northwestern State University. Your time, effort, and vision in service of the students are greatly appreciated. If you have questions or need additional information please contact me by phone or via email at: long@nsula.edu.

Sincerely,

Jennifer Long
Student Technology Fee

cc: Mr. Fleming Thomas