## Project Title: Music Library Listening Station Upgrade

**Department/Organization:** Wilson Library/ Music Library

**Project Applicant(s):**

**Principal Contact**
- **Name:** Marian Ritter  
  **MS 9107**  
  **Email:** marian.ritter@wwu.edu

**Others**
- **Name:** Gary Malick  
  **MS 9059**  
  **Email:** gary.malick@wwu.edu

**Amount Requested for Project**

- **Proposed Budget:**
  1. Equipment total  
     $ 5474.90
  2. Plus site preparation (*not* STF funded)  
     + $ 200.00
  3. Total Project Cost (spreadsheet total from part III of this form, Total Project Budget)  
     = $ 5674.90
  4. Less organization’s contribution  
     – $ 0
  5. Less site preparation  
     – $ 200
  6. **STF Grant Request**  
     = $ 5474.90

### IMPORTANT NOTES

1. **Student Technology Fee Mission:**
   - The Student Technology Fee (STF) provides Western students with adequate and innovative technology experiences by:
     - Broadening/enhancing the quality of the academic experience,
     - Providing additional student access to technology, and
     - Increasing integration of technology into the curriculum.

2. **THE STF Committee will accept only complete proposals by the announced deadline. Every section (I–VIII) and all items of this proposal form must be addressed.**

3. **Disallowed items: The following items generally would not qualify for STF Tech Initiatives funding:**
   - Computer lab upgrades
     (Existing computer labs are upgraded on a rolling schedule with a separate allocation of STF funds.)
   - Software related to maintenance and/or serial payments
• Maintenance contracts on equipment or software
• Expendable supplies
• Equipment that will not be used directly by students, and/or non-computer equipment or furnishings that are part of the typical classroom environment (such as lighting, portable and fixed media equipment, furniture, chairs, etc.).

I. Relationship to STF Objectives / Impact on the Student Academic Experience

The STF Committee will use as its primary assessment criteria the three objectives—quality, access, and integration—defined in the STF mission (“Note 1” above). Given this criteria, describe your proposed project in detail.

1. Tell us—focusing on what the students would gain from the project—how the project would provide positive benefits to the student academic experience. Specifically, answer at least one of a, b, and c below:

   a. How would this project broaden or enhance the quality of the student's academic experience through the proposed technology?

      This proposed project will have a direct impact on the students' academic experience by allowing all students and all professors access to over 32,000 unique and rare analog recordings that are not available anywhere else. The quality of these vinyl records is of the highest caliber. These have already been inventoried and cataloged and can be indexed by all students. This large collection will both broaden and enhance the academic experience of all students using the library system.

   b. How would this project provide additional student access to technological resources?

      If this project is approved the number of listening stations will be increased to allow more simultaneous use of the collection. It will also allow professors the ability to digitize these recordings to use on Canvas for the duration of the quarter they are teaching thus allowing entire classes access.

   c. How would this project increase integration of technology into coursework?

      As mentioned in the above area (1-B) by allowing more students to listen to these recordings professors can be more confident that students will have timely access to assigned music recordings. With this in mind the integration of these recordings into the particular classes will increase.

2. Would other departments be involved with this project?

   No ☐   Yes ☒ If yes, describe.

The installation and setting up of the stations will be handled by the Media maintenance section of Academic Technology and User Services department. The use of these stations will be open to all academic departments.

3. Has any part of this project previously been funded by the Student Technology Fee?

   No ☒   Yes ☐ If yes, describe.

4. Is the proposed project a pilot project?
II. Utilization

List the anticipated number of times and duration per each use—per quarter or per academic year—that students would use the proposed technology. The committee is looking for total student hours and total number of unique students who would use the technology in that period. Explain how you arrived at this utilization.

The music library staff anticipates approximately 600 students per academic year will use this equipment. The individual student will spend approximately 15-20 hours per quarter listening to assigned works. Thus 600 students x 17.5 hours = 10,500 hours per academic year. This could be at the actual turntable in the library or through Canvas once the professor has used the equipment to make the content available on their Canvas course.

III. Project Budget

This section details the estimated total cost of the project. Include costs that would be covered—by your department or another source—for ongoing costs such as personnel or operating expenses.

1. For assistance in preparing your budget, please consult with relevant campus support departments:
   - Academic Technology & User Services, x6538
   - Budget Office, x4762
   - Space Administration, x3222
   - Purchasing, x3340
   How to Buy Software: [http://www.wwu.edu/bservices/purchasing/software.shtml](http://www.wwu.edu/bservices/purchasing/software.shtml)
   How to Buy Computers: [http://www.wwu.edu/bservices/purchasing/computers.shtml](http://www.wwu.edu/bservices/purchasing/computers.shtml)
   Lab/Special Supplies, etc.: [http://www.wwu.edu/bservices/purchasing/specialsupplies.shtml](http://www.wwu.edu/bservices/purchasing/specialsupplies.shtml)

Attach an Excel spreadsheet if you have additional details.

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Item Cost</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Drive Turntable</td>
<td>6</td>
<td>224.00</td>
<td>1344.00</td>
</tr>
<tr>
<td>Head Phone amplifier</td>
<td>6</td>
<td>154.00</td>
<td>924.00</td>
</tr>
<tr>
<td>mounting box</td>
<td>6</td>
<td>42</td>
<td>252.00</td>
</tr>
<tr>
<td>mounting plate</td>
<td>6</td>
<td>10</td>
<td>60.00</td>
</tr>
<tr>
<td>Digital Audio Recorder</td>
<td>6</td>
<td>350</td>
<td>2100.00</td>
</tr>
<tr>
<td>Head phones</td>
<td>10</td>
<td>21.00</td>
<td>210.00</td>
</tr>
</tbody>
</table>

| Subtotal                  |          |           | 4890.00|
| Allowance for price increases | (3% of subtotal; please include) | | 146.70 |
| Shipping (taxable)        |          | n/a       |        |
| Tax (8.7%)                |          |           | 438.20 |
Important Notes from the STF Committee:

- We recognize your proposed budget as an estimate. Final funding for successful projects will be established after thorough technical review; some costs may need adjusting due to price changes.

- We may impose special conditions on a proposal before approval. See STF Proposal Guidelines, section V, Modifications.

- Funding is not provided directly to departments for purchases. All purchasing is done via the Office of the VPIT/CIO and savings are retained in the Student Technology Fee fund.

3. What funding or contributions are available from your department or other sources?

   **Note:** The STF Committee encourages matching funds/funding support.
   "Contribution" is defined as a monetary contribution. A vendor discount, for example, is not considered a contribution.

   The installation and setting up of the stations will be handled by the Media maintenance section of Academic Technology and User Services department. They will provide any need hardware, cables and labeling.

4. Could this project be divided into discrete elements that could be funded separately?

   **Note:** A “no” response to this question creates an “all or nothing” proposal. That is, if the STF Committee decides against funding your entire proposal, it will not consider any elements for partial funding. If elements could be funded separately, the applicant is responsible for prioritizing them before submitting the proposal.

   No ☒ Yes ☐ If yes, summarize and prioritize project elements with cost estimate for each.

5. Are course or lab fees charged for any of the courses that will use this equipment?

   No ☒ Yes ☐ If yes, describe.

   **Note:** The total funding requested from the Student Technology Fee must reflect the amount collected from course fees for equipment replacement and/or equipment acquisition.

**IV. Impact on Existing Resources**

Your proposal must address the project’s potential impact on existing resources. Give special attention to the impact on data transmission networks (e.g., sources accessed, networking equipment, etc.), and personnel (e.g., staffing, administrative support, faculty support, etc.).

1. Describe how existing equipment is used. Contrast this to projected use if your project were funded.

   There is only one working turntable in the music library. There are no digital audio recorders. There will be some initial labor to install the equipment but after that we foresee no other impacts. This one turntable is used by students and faculty to review/listen to the existing collection to support their course work. There is often a waiting period to use the one turntable. If this proposal is approved students will be able to listen
to what they need without the waiting period and the experience will be higher quality and more reliable.

2. Is similar equipment or technology available elsewhere on campus—such as the Student Technology Center, Classroom Services, Video Services, Western Libraries, a college lab?
   
   No ☒ Yes ☐ If yes, describe why existing equipment does not meet the needs outlined in this proposal.

3. If this project involves the replacement of equipment, including computers:
   a. Describe the “before and after” configuration changes. (A spreadsheet reflecting these changes may be attached.) Or, write “N/A.”
      
      The one existing turntable will be kept as a backup. The physical spaces to install these listening stations exist and are ready.
   
   b. Describe the costs and benefits of replacing vs. upgrading. Or, write “N/A.”
      
      n/a

4. Would this equipment be available to students outside of your department?
   
   No ☐ Yes ☒ If students outside your department would use the proposed technology, describe:
   1. How they would gain access
   2. How equipment availability would be publicized
   3. The hours/week when equipment would be available
   4. Any costs that would apply

   The equipment will be housed in the public area of the music library. The hours of this space are: Monday- Thursday 8:45am-5:45pm, Friday 8:00 am- 5:00pm, we are working on extending hours to include the weekend. The headphones will be available at the desk for checkout with a WWU ID card. The professors that utilize this service will inform their students of its availability through their course syllabus. We will also have signage in the music library regarding these stations

5. Does this project involve the check-out of equipment to students?
   
   No ☐ Yes ☒ If yes, discuss whether or not the Student Technology Center/ATUS Loan Pool could be assigned this task.

   We are all set up for the checkout with the existing ALMA software, it would make most sense to have the stations and the headphones available in the same area.

6. Does the department have adequate operating funds to provide ongoing maintenance and support?
   
   No ☐ Yes ☒ If yes, describe.

   The music library has access to funds provided by the organization “Friends of the Music Library”. We foresee the main ongoing need to be replacement of the cartridges and styluses on these turntables. These funds will be able to provide for this need.

7. Does the department have adequate personnel funds to provide ongoing staff support for the project?
   
   No ☐ Yes ☒ If yes, describe.
There are currently two full time staff members and 7 student employees that will be able to handle the support of these proposed stations.

V. Space and Site Information

This section addresses any space alteration or site preparation necessary for the proposed project. Site alterations include painting, holes in walls, security systems, carpeting, construction, lighting changes, or conversion of a lab or office.

1. Location for installation of equipment or technology:

As mentioned earlier the spaces for these items are all set to go. These are the existing tables and study carrels. ATUS personnel with help with any minor modifications needed.

2. Would site modification be required?

No ☐ Yes ☐ If yes, describe the modifications (e.g., electrical, air, painting, lighting, security, network access, etc.).

3. Would this project use space not currently assigned to your department or area?

No ☐ Yes ☐ If yes, describe.

Conditional: If this project would require any site preparation, or if this project would use any space not currently under your department's control:

   a. You must submit a draft proposal to Space Administration by March 11, 2019.

   b. Space Administration and Facilities Management will then conduct a site survey and respond to you by March 22, 2019 about project feasibility, cost and schedule.

   c. You must include the site survey response with your final proposal.

VI. Project Schedule

Describe your overall implementation schedule. (Note that project awards are announced during spring quarter, and that projects are to be substantially completed by the end of the calendar year.) If any site preparation is involved (see section V above), align your project schedule with the schedule provided by Space Administration and Facilities Management.

Once the equipment has arrived we will schedule with ATUS personnel to install and setup as needed. We plan to do this at the end of the summer quarter.

VII. Constraints

List or describe any external or internal factors/constraints that could affect your project schedule, project objectives, or the project budget (e.g., if external approval is required for curricular changes, or if funding must be received by a certain date).

We do not foresee any factors or constraints that will hinder this project.

VIII. Submitting the Proposal

1. Make sure your proposal does not exceed 14 pages (not including Tech Initiatives Summary Sheet).
2. Complete top portion of 2019 Tech Initiatives Proposal Summary Sheet for the front of the proposal.

3. Electronically submit the proposal (Word version only) and the summary sheet (Word or PDF version) for prioritizing:
   a. Students: Submit by April 3 to AS VP for Academic Affairs at asvp.academics@wwu.edu.
   b. Faculty and staff: Submit by internal due date, per your unit’s process, which must be before proposal due date of April 4.

Note: Step 4 is for the individuals prioritizing the submitted proposals.

4. Submit prioritized proposals:
   a. **(student proposals) AS VP for Academic Affairs:**
      i. Email proposals (Word version only) and summary sheets (PDFs only) to diane.bateman@wwu.edu (the STF Committee secretary) no later than April 4.
      ii. During the STF Committee proposal review phase, ensure that the AS Board prioritizes the student proposals and the AS President signs the summary sheets.
      iii. Submit completed summary sheets to STF Committee.
   b. **(employee proposals) College Dean/unit head:**
      i. Ensure appropriate approvals and priority are on summary sheets.
      ii. Email proposals (Word version only) and summary sheets (PDFs only) to diane.bateman@wwu.edu (the STF Committee secretary) no later than April 4.

Note: Paper copies of proposals are no longer required; please do not send to STF Committee.