

2009 Student Technology Fee Proposal Form

Title of Project: Microform Scanner

Department/Organization:

Name(s) of Project Applicant(s)

Name **Frank Haulgren MS 9103**

Phone **7639**

Name **Christopher Cox MS 9103**

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Name MS

Phone

Name MS

Phone

Principal Contact person:

Name **Frank Haulgren**

Phone **7639**

Amount Requested for project: **7238**

Contribution by Requesting Organization: **1525 + personnel**

Important note: Before completing this form, please read the Proposal Form Instructions located on the STF website:

<http://www.wvu.edu/stf/>

I. Project Abstract

Give an overview of existing environment, and summarize the items being requested. Include a brief explanation as to how the requested technology will improve student access to technological resources and/or enhance the *quality* of the student academic experiences through the use of technology and/or increase the *integration* of technology into the curriculum.

Wilson Library has an extensive collection of roughly 2 million microforms (microfilm and fiche), documents that have been photographed and reduced in size. The collection includes backfiles of newspapers and journals as well as specialized collections such as the Early English Books Collection, Envirofiche, ERIC education materials and curricular materials in the Kraus Curriculum Development Library. Many of these materials are only available in this format and are not being utilized to their full potential. We believe this is due in part to the outdated technology the library currently offers to read microforms. The library has a total of 10 machines: three Minolta self-serve reader/printers, 2 ancient microfilm viewers, 5 microfiche readers and staff assisted microfilm scanner in the Media Desk office. Many of these are at least 10 years old and offer less than superior image quality upon printing.

We are proposing the purchase of a Canon 300II microform scanner. This machine would replace the existing scanner and offer students the ability to scan the microform, manipulate it and then save it to their personal drive. Scans will be crisper and clearer than what the current reader printers can offer, and since they are digital the scans can be integrated into Powerpoint presentations, used for reserves in courses, etc. Students would also be able to send the images to networked printers in the library. If the microform scanner is purchased, the library would remove some of the existing equipment as it will be obsolete. Scans

would be free, saving students the \$.10 per copy they currently pay for prints. We also believe use of microforms would increase.

II. Relationship to STF Objectives and Impact upon existing Academic Programs

Describe your proposed project in detail. Tell us how it will provide positive benefits to specific courses or instructional programs.

1. From a **student perspective**:
 - a. How would this project provide additional student access to technological resources?
Students would have greater access to the library's microforms collections that their tuition dollars pay for. They would also not have to pay for prints.
 - b. How would this project broaden or enhance the quality of the student's academic experience through the proposed technology?
Students would be provided with a higher quality image of the document scan, offering them greater flexibility in using the information content of the images.
 - c. How would this project integrate technology into coursework?
Students would be able to integrate the scans into their projects and course work. For example, a history student would be able to scan pictures and newspaper stories from the date of an event and place the content on a web page or in a Powerpoint or video presentation.
2. From a **faculty perspective**, explain how this project will enhance your ability to help students meet their educational goals.
Students will be able to gain greater access to currently underutilized high quality information resources for use in their courses. The quality of student projects and coursework would increase.
3. Will other departments be involved with this project? If so, please describe.
No.
4. Has any part of this project previously been funded by STF?
No Yes (Please describe):

III. Utilization

1. Please list the anticipated number of times and duration per each use, per quarter, that the proposed technology will be used by students.
We anticipate that adding the Canon 300II microform scanner will increase the number of scans above the current 1,000 - 1,100 prints average per month.

IV. Project Budget

This section of the proposal details the estimated cost of the project. Please include costs that will be covered by your department or another source, for ongoing costs such as personnel or operating expenses.

To assist you in preparing your budget, please consult with relevant campus support departments (ATUS, Purchasing, Space Administration, etc.) For more information, see this page on our website: <http://www.wvu.edu/stf/instructions.shtml>

ATUS has developed standard configurations for desktop and laptop PCs and Macs. Your project is not limited by these standards, but these figures may be helpful. Standard configurations can be found on the Student Technology Fee website: <http://www.wvu.edu/stf/instructions.shtml>

Please complete all of the following sections (attach Excel spreadsheet for any additional details).

Item	Quantity	Item Cost	Total
Microform Scanner 300II	1	3100	3100
RFC200 Universal Carrier	1	1700	1700
EZ02 16x32X Zoom Lens	1	730	730
Install Kit L for Motorized Carrier	1	230	230
Adaptec 2930LP SCSI Card/Cable	1	300	300
PC Dell GX 755	1	1178	1178
Shipping (taxable)			
Tax (8.4%)			

We recognize your proposed budget as an estimate. Final funding for successful projects will be established after through technical review; some costs may need adjusting due to price changes. The STF Committee may impose special conditions may upon a project. See Sections B.7 & B.9 of the STF Mission Statement <http://www.wvu.edu/cms/WWU.STF/mission.html>

1. What funding is available from your department or other sources?
Western Libraries will pay for the annual maintenance (\$900) and installation and training (\$625) as well as for personnel to assist students in using the machine.
2. Could this project be divided into discrete elements that could be funded separately?
No **Yes** Please summarize and prioritize project segments with cost estimate for each segment.
3. Are lab fees charged for any of the courses that will use this equipment?
No **Yes** If yes, please note: the total funding requested from the STF must reflect the amount collected from course fees for equipment replacement and/or equipment acquisition. All proposals asking for course fees will be reviewed by the Academic Budget Office.

V. Impact on Existing Resources

The proposal should address your project's potential impact on existing resources. Special attention should be given to impact on data transmission networks (e.g. sources accessed, networking equipment, etc.), and personnel (e.g. staffing, administrative support, faculty support, etc.).

Any proposal that includes the replacement of computers should specifically address the feasibility and cost effectiveness of upgrading the computers rather than replacing the computers.

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

The four Minolta microform reader printers currently average between 1,000 and 1,100 prints per month, or just over 12,000 prints a year. We anticipate that the number of prints will drop and the number of scans of microforms will rise and usage of microforms will increase. Because both machines are self service we do not anticipate an increase in workload for current staff.

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? If so, please describe why the existing equipment doesn't meet the needs outlined in this proposal.

The Libraries currently have a microfilm scanner in the Media Desk office, but it is no longer current technology and it is not intuitive to use. Even Media Desk staff who have been trained on the machine have difficulty using it. The new microform scanner is much more user friendly, requiring little to no training for the casual user.

3. If this project involves the replacement of equipment:

- a. Describe the 'before and after' configuration changes. A spreadsheet reflecting these changes can be attached.

As mentioned before, microform printers would be replaced by a microform scanner which would offer better image quality and the ability to manipulate and save scanner images.

- b. Describe the costs and benefits of replacing vs. upgrading (if applicable).

Cost savings is negligible, except for the fact that students would save money in not having to pay to print. The increase in use of the collection would make the original purchase more cost effective.

4. Will this equipment be available to students outside your department?

No Yes

5. If the proposed technology will be used by students outside your department, please describe how they would gain access, how the availability of the equipment will be publicized, the hours/week when the equipment will be available, and any costs that would apply.

The microform scanner would be installed where the microform printers currently are located, and will be available all hours the library is open. Publicity for the availability of the new technology will go in the Western Front and through a coordinated marketing campaign.

6. Does this project involve the check-out of equipment to students?

No Yes If yes, please discuss whether or not the Student Technology Center could be assigned this task.

6. Does the department have adequate operating funds to provide on-going maintenance and support?

No Yes Please describe.

The Libraries will pick up the annual maintenance cost for the machine and PC.

7. Does the department have adequate personnel funds to provide on-going staff support for this project?

No Yes Please describe,

Staff that currently assist students with the microform printers will be able to do the same with the microform scanner.

VI. 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

Special Note: If this project requires any site preparation, or if this project uses any space not currently under control of the department, a draft proposal must be submitted to Space Administration by **Friday, November 14, 2008**. Space Administration and Facilities Management will conduct a site survey and respond back to you with information concerning project feasibility, cost, and schedule. This information must be included in the final project proposal.

Proposals for projects that involve any site preparation will be considered only after the required site survey by Space Administration and Facilities Management has been completed.

1. Location for installation of equipment or technology.

The microform scanner would be installed where the current microform printers are located, behind the media desk with the microforms.

2. Is site modification required?

No Yes Please describe. (Electrical, air, painting, lighting, security, network access, etc.)

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

No Yes Please describe.

VII. Project Schedule

This section describes your overall implementation schedule. Project awards will be announced by the end of spring quarter. It is anticipated that projects would be substantially completed by the

end of the calendar year. If there is any site preparation involved, please align your project schedule with the schedule provided by Space Administration and Facilities Management. **If funding is approved, we would purchase the microform scanner and have it installed and ready for use by the beginning of fall quarter 2009.**

VIII. Constraints

This section should list any external or internal factors 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).

1. Please describe any constraints to this project.
None.

IX. External Funding

This section must be completed for any **projects over \$100,000**. For project budgets of this scale, the applicant should investigate opportunities for obtaining external funding for all or part of the proposed project.

1. Describe the external organization(s) able to provide funding in support of this project.
2. Describe the funding cycle for these requests (submission dates, projected award dates).
3. Indicate the amount of external funding that would be requested.
4. In cases where joint funding is requested, what will happen if the STF award is made and the external grant is not awarded?
5. Has a grant proposal already been submitted for all or part of the proposed STF project?