Division of Academic Affairs
Technology Fee – Project Proposal
2014

Proposal Deadline: Tuesday, January 21, 2014

Project Proposal Type

Systemic Project

Projects proposed by operational units of the university (e.g., colleges, academic departments, Library, etc.) for instructional technology enhancements of unit-wide or university-wide scope.

Project Title

Student Laptop Proposal

Total Amount of Funding Requested

$29,200

Primary Project Coordinator

Amanda Ziegler

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Systemic Project Proposal
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This is a proposal for the purchase of **20 Dell Latitude E6430 laptops**. These laptops would be available at the John C. Pace Library for all students to check out for either a 6 hour daytime loan or an overnight loan. The total one-time cost of this proposal (including 3 year warranty) is $29,200.

1. Project Description
Description of initiative/investment to enhance instructional technology

The John C. Pace Library currently maintains a circulating collection of 51 laptops. These laptops are loaned out to students for use both inside and outside the libraries. Students may check out the laptops for a period of six hours during the day, and after 7 PM they are able to check the laptops out overnight, with a return time of 10 AM the next morning. These laptops provide mobile computing power to students who might not otherwise have access to it. Students are able to utilize these laptops in the library, in the classroom, or in any other location on or off campus. The overnight program provides students with computer access even when the library is closed. 20 of the current 51 laptops are about to go out of warranty. The damage accumulated from regular wear and tear on these machines due to the high-volume usage is significant, and having machines out of warranty puts the program in a perilous position. This project would replace the oldest 20 laptops with newer, warrantied machines. Due to the heavy demand upon these laptops, replacing these 20 older laptops will allow the program to continue to enhance student experience and meet their needs for flexible, portable technology.

2. Project Scope
Description of how initiative has a college/unit-wide or university-wide scope

The John C. Pace Library serves all of the students in the University, and this program in particular will benefit all those students who physically visit the library by allowing for a continuation of current levels of computing power both inside and outside of the physical building. The John C. Pace Library was visited by 508,876 individuals in the 2012-2013 fiscal year. The increase in library hours, including the implementation of 3 weeks 24/5 operations during the finals period in Fall 2012 and 2 weeks in Spring 2013 increased the availability of library resources for student, including laptops.

This program makes hardware and software available to students where they need it, by allowing them the use of laptops anywhere on or off campus, which are loaded with the full Microsoft Office 2010 suite and a host of additional software, including Hawkes Learning Systems Statistics and SPSS PASW Statistics 20, along with a variety of other programs. This comprehensive base of software enables students from all disciplines to utilize the laptop program. By replacing the 20 oldest machines, this project will allow the laptop lending program to remain a vital and viable part of the technology ecosystem on campus.

3. UWF Strategic Plan
　　　Description of alignment with UWF Strategic Plan

The University of West Florida's current mission statement (2012-2017) establishes a commitment "to provide students with access to high-quality, relevant, and affordable undergraduate and graduate learning experiences; to transmit, apply, and discover knowledge through teaching, scholarship, research, and public service." This project is directly focused on increasing the availability of high-quality technology to our students who may not otherwise be able to afford access to it, and providing mobile technology that allows students to take full advantage of the opportunities for discovering knowledge through scholarship, research and public service in a variety of venues.

In addition, the UWF Libraries Laptop Program is in direct alignment with several specific portions of the University of West Florida Strategic Plan (2012-2017), including:

- **UWF Priority 1.1**

The UWF Libraries Laptop Program will provide students with a flexible and mobile computing option that can assist them in fostering learning and growing skills that will optimize their prospects for success, as per the UWF Strategic Priority.

- **UWF Priority 1.2**

The UWF Libraries Laptop Program will maintain the accessibility of high quality technology to students who might not otherwise be able to afford access to laptop computers, helping to meet their education needs.

- **UWF Priority 4.1**

The UWF Libraries Laptop Program will allow for updated technology that will "support and sustain the high quality services and infrastructure needed to achieve identified UWF priorities."

4. Project Benefits
　　　Description of benefits provided

The UWF Libraries Laptop Program is an extraordinarily well-used and popular service of the Libraries. The program originally began loaning laptops to students in 2006, and expanded to overnight checkouts in the summer of 2010. Over the past six years, it has seen exponential growth. During the 2011-2012 fiscal year, there were 10,981 6-hour laptop loans- an increase of

over a thousand loans compared to the previous year- and 2,723 overnight loans. Please see Appendix A for a chart showing the growth in laptop loans since 2008, and a second chart detailing overnight loans since that program began in 2010.

The high demand for these laptops makes it imperative that the Libraries circulate technology that is both up-to-date and protected by warranty. By replacing the 20 oldest machines with newer laptops and ensuring that all equipment in the program is under warranty, the Libraries will be able to continue to meet the demand for mobile computing technology on campus.

Students have the following to say when asked how checking out a laptop from the library helps them:

> "My laptop is currently in a state of disrepair and I need it for two of my courses this semester. Since I can't afford to fix it right now I am using the school laptops, which are a lifesaver." – Nathan Stoiber, UWF undergraduate student, Maritime Studies

> "It helps me tremendously. I have no internet at home. If I couldn't use the laptop, I couldn't do my homework during my work study." – Elizabeth Huestis, UWF undergraduate student, Studio Art

> "Before I bought a laptop, being able to rent a laptop made life a lot easier for me; especially when just about every workstation in the library is occupied. It's a very valuable service whose importance I cannot overstate." –Evan Bernard, UWF undergraduate student, Computer Science

> "[Library laptops] allow me to pull up lectures in class as well as study in a quiet location afterwards." –Nick Tran, UWF undergraduate student, Clinical Lab Science

5. Project Success Metrics and Assessment Plan
Description of how success/impact will be measured

The library Circulation Department will continue to maintain statistics on the Libraries Laptop Program, as well as soliciting feedback from students on the benefits and possible improvements to the program. This information will allow the Libraries to gauge how many laptops are used and how often each laptop is used. This information is already recorded by the Libraries' information management system, which is used to track the loans, and collected on a monthly basis.

6. Detailed Description of Resources Required including Hardware and Software and Personnel Costs

This proposal is for 20 Dell Latitude E6430 laptops, with AC adapters and cases (both included

in the cost of the laptop). Also included in the cost per laptop is a three year warranty that covers damage to the laptops, a necessity for laptops that are as heavily used as the ones in the library program.

An additional cost for laptops that are loaned out in this fashion are additional AC adapters to protect against loss.

Type of Material	Cost per item	Number of items	Total cost
Dell Latitude E6430 Laptop (including AC adapters and case)	$1,445	20	$28,900
Additional AC adapters	$60	5	$300
TOTAL			$29,200

There are no additional personnel costs associated with this proposal.

7. Proposed Timeline

The materials listed above will be ordered as soon as funds are available. When the equipment arrives there will be no more than a two week delay in order to format the laptops and catalog them for circulation so that they can be loaned out to students.
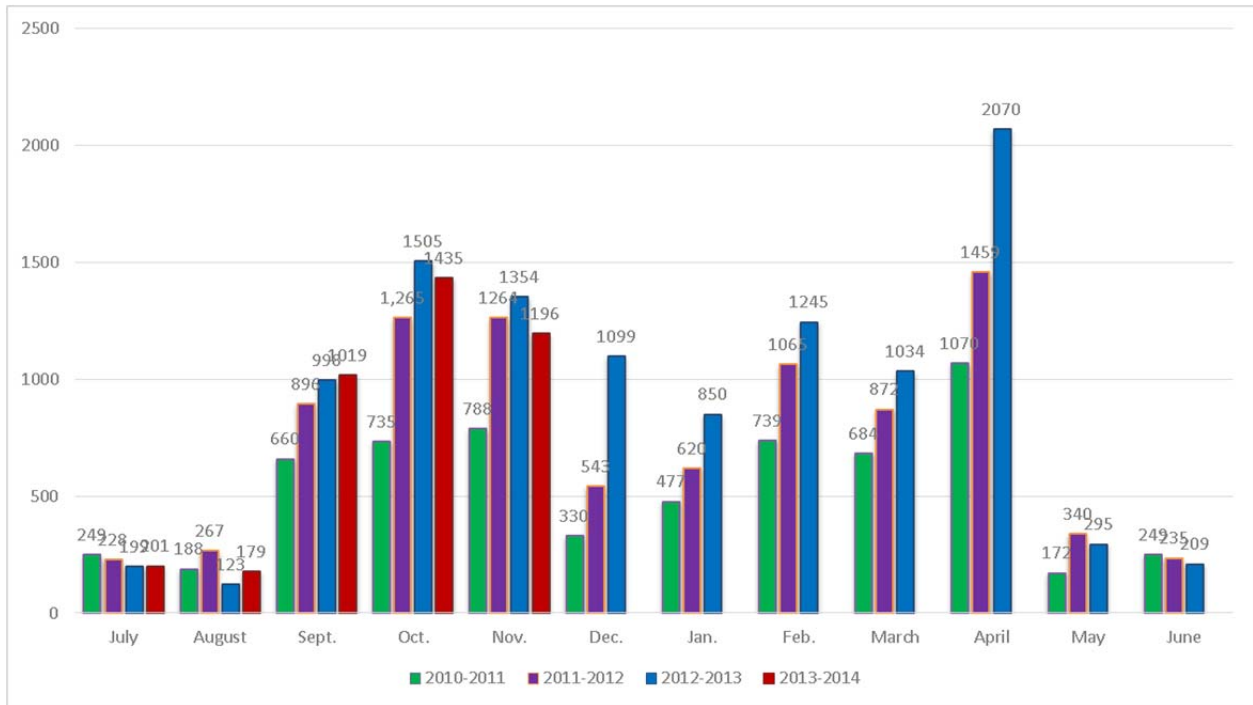
8. Project Sustainability
> *Not applicable*

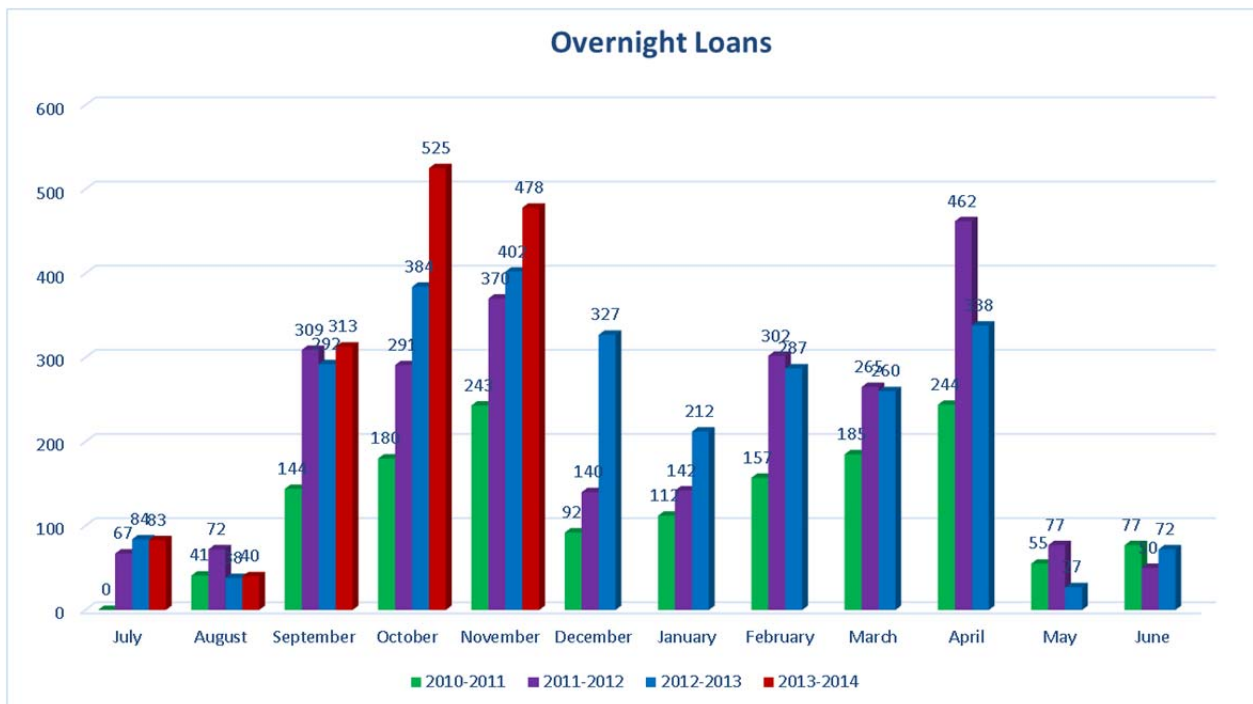**9. Resource Matching Commitments**
> *Not applicable*

10. Individual Responsible for Reporting and Accountability
Amanda Ziegler
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John C. Pace Library
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474-2413

Appendix A

6 Hour Laptop Loans by Fiscal Year

Overnight Laptop Loans by Fiscal Year