#3

COMPLETE

Collector:	Web Link 1 (Web Link)
Started:	Thursday, December 15, 2022 4:07:27 PM
Last Modified:	Thursday, December 15, 2022 4:19:40 PM
Time Spent:	00:12:12
IP Address:	160.227.129.165

Page 1: Please review the following:

Q1

Contact Person:

Name	**Ross Takasugi**
Email Address	**Ross.Takasugi@gcccd.edu**

Q2

Department:

Library

Q3

Title of Request:

Inventory Scanner

Q4

Location of Request:

Library

Q5

Type of Request (Select one):

Equipment

Q6

Description of Request:Please provide a description of the supplies, equipment, furniture or other request. When making your request, please be as specific as possible and include information such as make, model, manufacturer, color, quantity, etc.

It is for a Zebra TC26 2D, a mobile computer barcode scanner, with a pistol grip holder. This is a replacement inventory scanner for monitoring the library's print collection to see if anything is missing or out of place. The pistol grip holder is to make holding the scanner easier for the employees.

Q7

Estimated Cost:

$900.00 total. The scanner is $700. and the pistol grip is $200. Only have the quote for the scanner.

Q8

Please attach quote, if available

Zebra%20Quote.pdf (73.5KB)

Q9

Total Cost of Ownership:Your requested item may incur ongoing expenses. Please consider any and all costs associated with your requested item.What are the ongoing expenses associated with your request? If there are ongoing expenses, please detail how you plan to support these costs with your existing budget. Examples include yearly service agreements, warranties, 5-year replacement costs, maintenance, upgrades, and impacts to staffing, etc.

There are no ongoing costs for this request.

Q10

Justification of Request:The justification of the request is a key area to focus on. The ROC encourages you to strengthen your request by providing a robust rationale detailing all relevant criteria. When writing the rationale, keep in mind that those reviewing the justification may not be familiar with your department and needs. Providing detailed information and context can help clarify the need for your request.Please select the applicable criteria(s) and provide the details of how the criteria(s) relate to your request.

Impact on student success and access,

Innovation,

Provided details::

It is replacing outdated equipment that is difficult to use. This new scanner is make the process easier and faster. The inventory process makes sure that the materials that students need for class assignments are still in the library and in their correct place. Materials in the wrong location may not be found by the time a student needs them. Missing materials need to be removed from the LSP so they no longer show up as being available for use. We can then decide on replacing the missing materials or removing them completely from the LSP. Without knowing a material is missing, the librarians may not know that the students currently need any new materials on the same subject area. The librarians would assume that students were not interested in it based on the lack of checkouts. Students could have a high need for that material but are unable to borrow it.

Q11

Program Goal:Please identify the program goal(s), as stated in your current annual or comprehensive program review, that this request would help your program achieve. Provide a brief explanation of how it would do so.

New Goals #3. This will aid the library to assess our resources. This will help the librarians assess the library's collection for removing materials that are not usable by students or buying newer materials for subjects areas that have a higher demand from students.