

#9

COMPLETE

Collector: Web Link 1 (Web Link)
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Page 1: Please review the following:

Q1

Contact Person:

Name **Matthew Chase**
Email Address **matthew.chase@gcccd.edu**

Q2

Department:

Library

Q3

Title of Request:

Library Button Maker Kit

Q4

Location of Request:

Building C

Q5

Type of Request (Select one):

Equipment: Tangible property with a purchase price of at least \$200 and a useful life of more than one year. Technology related items such as hotspots, computers, tablets should be requested through the College Technology Committee

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.

2.25" Library Button Maker Kit

Manufacturer: American Button Machines

Quantity: 1 button maker

Paper Cutter: Punch Cutter

Pinback Quantity with Kit: 250 Pinback Button Sets

Additional Pinback quantity (in addition to kit): 1000 sets

Q7

Estimated Cost:

Total estimated cost is \$658.55

Q8

Please attach quote, if available

American%20Button%20Maker%20-%20Quote.pdf (461.2KB)

Q9

Total Cost of Ownership: Your requested item may incur ongoing expenses. 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 by completing the text boxes below.

Initial Cost of Item	\$658.55
Service Agreements/Warranties	0
Maintenance	0
Upgrades	0
Impacts to Staffing	0
Replacement Costs	0
Other	0
Total	\$658.55
Amount available in department budget to support this request	0
Remaining requested amount	\$658.55

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.

Program expansion,
Impact on student success and access,
Innovation,
Equity and Antiracism,

Provided details::

Since Fall 2022, we have greatly expanded the library's outreach efforts to students. Outreach is explicitly tied to one of our program review goals: Increase faculty, staff, and student engagement with and/or use of library services and resources. It also aligns with one of our Service Area Outcomes: Build community engagement with the library in person and online. The outreach supplies requested will support our program and assessment outcomes as we engage students with an interactive button-making activity and creating student giveaways (e.g., library-branded buttons). Between September 2022 and June 2023, we have developed and participated in 16 events and programs, which includes collaborative partnerships with various campus departments and student groups. The requested button maker equipment will enhance the overall experience for students to engage in events, programs, and tabling opportunities with the library on campus. We currently have been assessing our outreach impact in relation to student success and equity rates, which is a key and intentional indicator in supporting our program goals and outcomes. We plan to provide creative button designs with culturally responsive and inclusive images that reflect and validate LGBTQIA2+, BIPOC, and disability experiences with our students. The button maker goes beyond traditional outreach methods by offering tangible and practical items that align with diverse student needs and experiences (e.g., community representation).

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.

This request would support one of our program goals: Increase faculty, staff, and student engagement with and/or use of library services and resources. It also aligns with one of our SAOs: Build community engagement with the library in person and online. We assess this SAO and its mapped program review goal by collecting data on the number of library-involved outreach programs, total overall survey score for library-led events, monthly content interactions with the library's social media, and overall student success rate among students after participating in library-led outreach programming.

The button maker would be incorporated into each of these assessment strategies. We would use the button maker and buttons to engage students at library-involved programs (e.g., campus tabling, research events, collaborations with student groups) as well as social media campaigns with students (e.g., random opportunity drawings, social media challenges). The button maker requested can be used to create a supply of student giveaways but also provide us with an opportunity to connect with students by having them design and create their own buttons, which reflects maker and DIY culture. are all relevant studying tools for students to increase engagement and awareness of library resources. The buttons would also provide us with the opportunity to create visually exciting imagery for the library centering designs that are culturally relevant to the diverse study body (e.g., Read with Pride! LGBTQIA2+-inclusive designs, button images that acknowledge Native/Kumeyaay knowledge).

These buttons would be an inherent part of our outreach and assessment efforts.
