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**COMPLETE**

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Page 1: For Annual Planning/Program Review Requests AND Off-Cycle Requests

**Q1** **2023-24**

Technology Plan Year

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**Q2**

Title of Request

Library Security Gate System Replacement

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**Q3**

Location of Request

Building C

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**Q4**

Department

Library

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**Q5**

Contact Person

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

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**Q6**

**Description** Please provide a brief description of the technology/software or technology project and its core goal(s).

The requested technology is essential for both assessment and security purposes in relation to campus community engagement with and use of the library's in-person services and resources. Our current gate system is in need of being replaced due to outdated and broken parts. While we have maintained the gate for decades, the gate system model is no longer in production and is completely unrepairable. We require the new model version to continue operating. For clarity, the requested software and hardware would replace the current gate with a new gate. The software and hardware must be treated as the same request, as we cannot have one without the other.

The goal of the technology is to continue assessing campus community member visits to the library as well as security of the library's physical resources and materials (e.g., books, laptops). The gate system is the same technology that notifies library faculty and classified staff when a book or other library material has been taken outside the library without authorization or undergoing proper borrowing procedures.

## Page 2: Proposal Justification

**Q7**

**Eliminate equity gaps in course success (passing grade in class)**

Please explain how the technology or enhancement supports the strategic plan and impacts students, employees, the college, and/or the district. Which Strategic Plan priority (or priorities) are supported by this request? To access the Strategic Plan, please click [here](#).

**Q8**

How does the request support the above priorities?

This technology is the only assessment method to reporting user visits to the library's physical spaces, which is an important metric to identifying community engagement with the library.

The requested gate system is also the only security system available to protect library materials from theft and mishandling, sustaining the continued availability of the library materials for others to enjoy and utilize for their academic and personal success. It is the only technology that makes it possible for the library to continue offering physical materials such as books, course materials, and technology for students to borrow and use outside the library.

**Q9**

**Students**

Who would this impact? Please select all that apply.

**Q10**

What is the number of students or employees impacted per semester?

8918

**Q11**

How would this impact the above group(s)?

Students increasingly require access to physical library spaces and materials to support their course success. The Fall 2021 GCCCD Return-to-Campus Planning survey showed that 39% of student respondents preferred library services in person. As the college has returned to full on-campus operations over the last few years, this demand for in-person library services has only grown. The technology provides us with the user visit data to make informed decisions about the library's hours of operation as well as evaluate how demonstrated usage of the library's spaces is changing.

During the 2024-2025 academic year, we had 30,422 visits to the library. These numbers show that the library has doubled its impact on campus when compared to visits during the 2022-2023 academic year (n=14,846). Currently, many students indicate that the library's hours of operation meet their needs, according to the Spring 2024 Library Services survey. Despite the positive trend, we are always looking at new data to continue adapting to ever-changing student needs, and this technology is crucial in that effort.

We also need this data for the Chancellor's Office, as they require information about campus community engagement with and use of the library, with the number of in-library visits being a main performance indicator.

**Q12**

Yes

Does the technology support a state-wide initiative or is it a legal mandate or in support of a legal mandate?

**Q13**

If yes, please explain how the technology supports a state-wide initiative or is it a legal mandate or in support of a legal mandate?

As a California community college library, we are required by the Chancellor's Office to participate in an annual library data survey. This survey requires user visit data for the library's facilities. This gate system is the only way for us to collect and report this data.

**Q14**

Please be aware that projects, once approved, are typically scheduled 6 months to a year in advance. Consider the consequences if the technology/software is not implemented, upgraded or renewed. What are the consequences if the technology/software is not implemented/upgraded, or renewed? Examples: Security concerns, loss of FTES, mandates, accreditation, etc.

There are two major impacts on the library's services and resources for the college if the technology replacement is not implemented: assessment and security. First, we will not be able to assess on-campus engagement with the library's facilities and spaces. We have not been able to collect accurate data due to the current gate system's broken parts, which are non-repairable because the system model is no longer in production. We would not be able to make evidence-based decisions to increase success and equity for students in regard to hours of operation, availability of services, and other service areas. We will also not be able to complete the Chancellor's Office's annual library data surveys as gate system data is crucial to these requests.

Second, we will not be able to ensure the security of physical library materials such as books, course materials, and technology (e.g., laptops, Wi-Fi hotspots). This issue poses a serious security concern for the maintenance and protection of District property, as well as an equity issue in terms of sustaining a collection that is available to all students with minimal theft and losses.

**Q15**

What is your preferred time for implementation?

July 2026 would be preferable to give us the summer to begin implementing the gate system replacement.

**Q16**

Tell us how the data you have supports the implementation of the technology. This can be qualitative or quantitative in the form of surveys, observations, SLO or other assessment data, institutional research data or other reports and data.

During the 2023-2024 academic year, we received 30,973 visits to the library's physical facilities. This is a 108% increase when compared to visits during the 2022-2023 academic year (n=14,846). We have this statistical data because of the library gate system technology. To assess whether future traffic changes, we require this technology to make informed decisions on how to respond to these changes, such as hosting more in-library events, expanding hours, and requesting more staffing to support extra operational hours.

In-person library materials and spaces are important to supporting student success. A 2022 Cuyamaca College Library Resources survey showed that many students use the library's facilities for quiet study, collaborating on group projects, and accessing physical materials. Without the gate system, it would significantly affect our ability to allow students to borrow materials without the security risks of theft and lost items, making it more difficult for students to access them to support their course success.

**Q17**

Respondent skipped this question

How critical is this need in terms of supporting curriculum and services?

**Q18**

Respondent skipped this question

Please attach any supporting data/documentation using the "Upload" button below.

### Page 3: COST ANALYSIS

**Q19**

Hardware,

Is the request for hardware, software, or both?

Software

**Q20**

Upgrade (replacing outdated technology)

Is the request for new or an upgrade to existing technology?

**Q21**

Total initial cost of request: This includes hardware and software maintenance, licence, taxes, fees, shipping, storage, etc. Contact Bryan Cooper for assistance.

Total initial cost for the gate system replacement is \$50,011.57

**Q22**

**General Fund**

Funding Source:

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**Q23**

Please attach quote using the "Upload" button below.

**Bibliotheca%20-%20Library%20Gate%20System%20-%20Quote%20(1).pdf (21.8KB)**

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Page 4: Grant Funding Source

**Q24**

**Respondent skipped this question**

Please specify the grant that will fund the technology you are requesting.

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Page 5: Evaluation Plan

**Q25**

Evaluationi. How do you plan to evaluate the technology after implementation?

The Library will continue collecting the user visit data from the technology to assess student access to physical spaces and determine if operational hours and staffing meet current student needs. The data will also be used to support reports for the Chancellor's Office. This data collection and assessment aligns with one of our program goals: "Increase faculty, staff, and student engagement with and use of library services, resources, and spaces."

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Page 6: Type of Request

**Q26**

**No**

Is this an Off-Cycle Request (e.g., not part of the annual planning/program review process)?

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Page 7: Off-Cycle Requests Only

**Q27**

**Respondent skipped this question**

What are the exigent circumstances and/or contributing factors that would qualify this request to be eligible for Off-cycle consideration? Please explain why this request cannot wait until the next annual planning cycle.

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Page 8: Technology Request Process

**Q28**

**Respondent skipped this question**

How can the Technology Request process be improved for next year?

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Page 9: Ready to Submit

**Q29**

**Yes**

Are you ready to submit your technology request?

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**Bill To**

Cuyamaca College Library  
Maria Briney  
District Accounting  
8800 Grossmont College Dr.  
El Cajon CA 92020  
United States

**Ship To**

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8800 Grossmont College Dr.  
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United States

**Quote**                      **QUO-US19320**

**Date**                                      9/16/2024

**Customer:**                      C0001579-US

**Payment Terms:**                      50% on Order, 50% on Ship Net30

**Quote Expiration:**                      12/15/2024

**Sales Rep:**                                      Ronald Fontes

Item	Quantity	Net Price	Net Extended
<b>Freight White Glove Service</b> SHP000002-000	1	1,850.00	1,850.00
<b>Tattle-Tape gate clear Direct mount, 1 aisle</b> GAT901380-000	2	22,209.00	44,418.00
<b>staffConnect™ gate Individual License (Year 1)</b> SWR000005-000	2	553.00	1,106.00
<b>libraryConnect™ Devices subscription - 1 license / device</b> SWR000004-000	2	329.00	658.00
<b>EQUIPMENT UNINSTALL FEE</b> SVC000008-000	2	429.00	858.00
<b>Equipment Disposal Fee</b> SVC000017-000	1	1,121.57	1,121.57
<b>Total:</b>			<b>50,011.57</b>
<b>Currency:</b>			<b>US Dollar</b>

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