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COMPLETE

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Page 1: Supplies, Equipment, Furniture, and Other Request Form

Q1 Contact Person:

Name	jeri edelen
Email Address	jeri.edelen@gcccd.edu

Q2 Department:

Library

Q3 Title of Request:

Resource request for Library

Q4 Location of Request:

Library

Q5 Type of Request:

Other: Please specify the non-operational other request::
Library adjunct monies and paralegal book budget

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.

Respondent skipped this question

Q7 Estimated Cost:

Respondent skipped this question

Q8 Please attach quote, if available

Respondent skipped this question

Q9 Total Cost of Ownership: Can this request be maintained with existing funding sources? If not, please explain your plan to maintain this request. Example: potential yearly service agreements, warranties, and replacement costs.

No. Library needs adjunct librarians to participate in a busy library information literacy program, provide traditional and virtual reference services, assisting in the evening supervision of library library building and services.

Paralegal program students need practical hands-on use of lawbooks.

Q10 Justification of Request: Please select the applicable criteria and provide the details how the criteria relate to your request.

Health and safety,

Critical need,

Program expansion,

Impact on student success and access,

Provided details::

Description: Adjunct librarian Amount requested: \$88,290
Related program Goal: 1-5 Adjunct librarians Calculations
Total Fall and Spring 32 hours/week X 37 weeks X \$55/hour
= \$65,120 Summer Mon-Th; 11-6 28 hours/week X 8 weeks
X \$55/hour = \$12,320 January Mon-Th; 12-5 20 hours/week
X 3.5 weeks X \$55/hour = \$3,850 Questionpoint 2
hours/week X 50 weeks X \$55/hour = \$5,500 TOTAL
\$93,790 Paralegal book budget \$50,000 for law
subscriptions

Q11 Program Goal: Please identify the program goal(s) this request would help your program achieve and provide a brief explanation of how it would do so.

Adjunct librarians support all out goals by providing students with reference services and online services.

One of our goals is to provide paralegal students with lawbooks for legal research
