FY14 Student Tech Fee Competitive Process (Oxford)

Instructions
Complete one form for each project.
Any faculty member, staff member or student may submit a proposal.
Proposals are due by February 8, 2013.
Projects with an academic focus should be emailed to the Dean of the project lead's division.
Projects with a student life focus should be emailed to techfee@MiamiOH.edu.

Abbreviated Guidelines for Student Technology Fee Expenditures
The student technology fee should be used to directly benefit students in meeting the educational goals of their academic programs or advance the co-curricular goals of the Miami Experience. High priority should be given to supply access to productivity tools, discipline-specific software packages, internal/external research databases, introductory/advanced training, and access to networked resources from on and off campus. The full guidelines, as well as the complete list of projects funded in previous years, are posted on the Student Technology Fee website: http://www.MiamiOH.edu/techfee.

Time Table for FY14 Process

2/8/13	Deadline for proposal submission to Deans or Student Affairs
3/18/13	Proposals posted to Tech Fee web site (www.muohio.edu/techfee)
4/15/13	Recommendations presented to IT Strategic Advisory Council for approval.
7/1/13	Funds released
6/1/14	Final reports due (or 60 days following completion)

Proposal Form for FY14 Student Tech Fee Competitive Process (Oxford)

Project lead's name: **Laura Sheppard**
Email: **foleyln@miamioh.edu**
Telephone: **513-529-2299**
Affiliation (Student, CAS, FSB, SEAS, SEHS, SFA, LIB, Other): **LIB**
Faculty/staff sponsor (required for student-submitted proposals:

Other project team members: **Christi Sommerfeldt, Barry Zaslow**

1. Project title: **Knowledge Imaging Center (KIC) Scanning System for Amos Music Library**

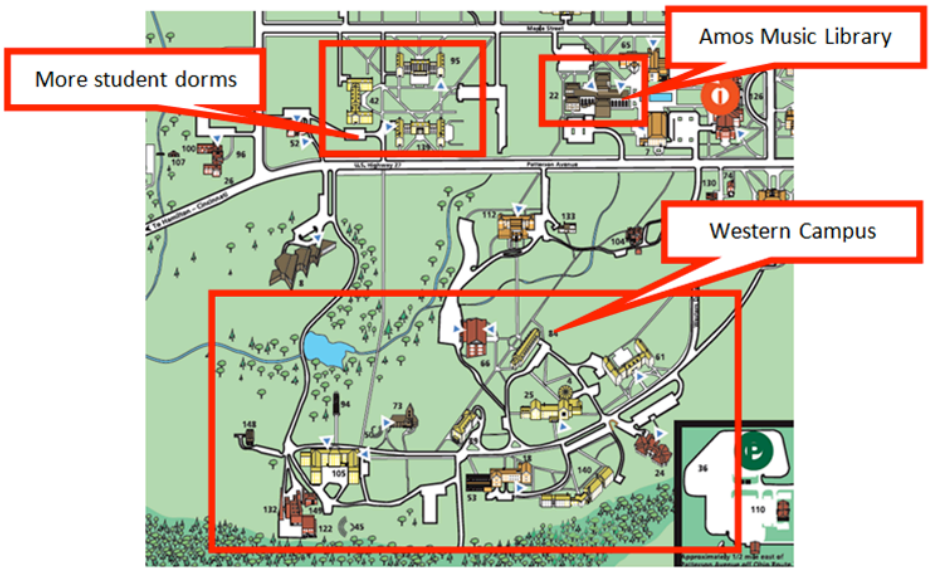
2. Brief description of project:

   This will provide a KIC Scanner (and the accompanying computer) for the Amos Music Library. A KIC Walk-Up Scanning System provides a free, easy to use, environmentally friendly way for students to quickly scan pages from books, newspaper or journal articles, notes, or other print materials. Once scanned, the materials can be emailed directly in a variety or formats including an audio file, or saved onto a personal Flash Drive. See picture below:

3. Impact on students served and/or evidence of student need - include the number or percentage of students or courses served:

There are 3 KIC Scanners in King Library and one each in the Art and Architecture Library and B.E.S.T. (Business, Education, Science and Technology) Library, all of which are increasingly heavily used. Since December 2007 when the first machine was installed these devices have been used 18,036 times, with a total of 268,499 images or pages scanned. During the current academic year 150,572 images have been scanned in 7,317 sessions. This technology is used by students of all disciplines and saves paper and student expenses by eliminating many instances of photocopying. There is no charge for this service.

Amos Music Library is the only library on this edge of campus and is open for 14 hours per day Sunday through Thursday with additional Friday and weekend hours while school is in session. With its unique location and extended hours, this facility provides service to a broad cross-section of the student body including over 230 music department undergraduate and graduate students, as well as School of Creative Arts faculty and students and residents from nearby dorms. See figure below for library proximity to Western campus and student dorms.



During fall 2012 semester The Department of Music offered over 10,250 semester hours in music for both music and non-music major students. Students utilize the facility and collection to study, research, and to access reserve texts.

4. Justification for funding this project:

   Currently KIC Scanners are available at all University Libraries except Amos Music Library. The addition of a KIC Scanner at this location will facilitate students' abilities to research and complete assignments, as well as save time, money, and photocopying materials.

   Briefly describe additional funds available for this project, if any:

   There are no additional funds for this project.

5. What happens to the project in year 2 and beyond? Will there be any ongoing costs such as software or hardware maintenance, supplies, staffing, etc? How these will be funded?

   The KIC Scanner will be maintained on an as needed basis from library budgets as deemed by the Dean of Libraries.

6. How will you assess the project?
   Examples: Identify one or more expected project outcomes that indicate project progress and completion. How will you assess the value to students? Measures of enhanced student learning or usage are highly desired. These items should be chosen to facilitate independent evaluation of project completion and value to students.

   Each KIC Scanner independently generates a usage report and emails this report weekly to the Library systems department. This report, along with observational evidence, will tell us if the KIC Scanner is being utilized by students in the Amos Music Library.

7. Attach any other supporting information regarding this request.
   Examples: Letters of support from the Department chair(s) if curriculum is being changed or from Dick Pettitt for the Space Utilization Group, if your proposal includes requesting changes in rooms or other spaces.

   Website for further information:

   http://www.dlsg.net/kic.html

Detailed Budget – Include all items requested for this project:

Item Category	Item Requested	Number Requested	Unit Cost	Total Cost
Hardware	*Item* 1 - **KIC Walk-UP Scanner System, vendor - Digital Library Systems Group** http://www.dlsg.net/kic.html	**1**	**$16,624**	**$16,624**
	Item 2- **Optiplex 7010 Computer with Network Interface Card**	**1**	**$873**	**$873**
Contractual Services/Installation Shipping / Maintenance	*Item 1-* **One Year Annual Maintenance Policy (required)**	**1**	**$1,837**	**$1,837**
TOTAL				**$19,334**

Add additional lines/pages as necessary.

When supplying information on equipment for purchase, note the web address for the desired vendor.