

#11

COMPLETE

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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 Outreach Giveaways

Q4

Location of Request:

Building C

Q5

Type of Request (Select one):

Supplies: A material item of an expendable nature that is consumed, wears out, or deteriorates in use; or one that loses its identity through fabrication or incorporation into a different or more complex unit or substance

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.

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

1. Pens:

a. Manufacturer: 4imprint

b. Type: Stylus Pens

c. Color: Blue

d. Quantity: 1,000

2. Highlighters:

a. Manufacturer: 4imprint

b. Type: 5-Prong Highlighter

c. Colors: Yellow, Pink, Green, Blue, Orange

d. Quantity: 1,000

3. Custom Full Color Stickers

a. Manufacturer: 4imprint

b. Size: Circle shape, 3 inches

c. Quantity: 1,000

Q7

Estimated Cost:

Total estimated cost is \$2,680.25

Q8

Please attach quote, if available

[4imprint%20-%20Quote.pdf \(177.2KB\)](#)

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	\$2,680.25
Service Agreements/Warranties	0
Maintenance	0
Upgrades	0
Impacts to Staffing	0
Replacement Costs	0
Other	0
Total	\$2,680.25
Amount available in department budget to support this request	0
Remaining requested amount	\$2,680.25

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 library giveaways (e.g., library-branded pens, highlighters, stickers). 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 outreach supplies 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 designs for the stickers with culturally responsive and inclusive images that reflect and validate LGBTQIA2+, BIPOC, and disability experiences with our students. The supplies go beyond traditional outreach methods by offering tangible and practical items that align with diverse student needs and experiences (e.g., study tools, 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 giveaways would be incorporated into each of these assessment strategies. We would use the giveaways 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 giveaways requested are all relevant studying tools for students to increase engagement and awareness of library resources. The stickers would also provide us with the opportunity to create visually exciting imagery for the library that center designs that are culturally relevant to the diverse study body (e.g., Read with Pride! LGBTQIA2+-inclusive designs, sticker images that acknowledge Native/Kumeyaay knowledge).

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