

DASB Budget Request 2021-2022

For All Programs Excluding Athletics

Budget Request due to the Office of College Life by 4:00 pm Monday, November 9, 2020

Applications and attachments must be typed and submitted via email to Dennis Shannakian at ShannakianDennis@fhda.edu.

Please also copy the Administrator on the email.

Applications must be submitted as Word documents or searchable text PDFs (not scans; signatures are not required)

The Subject must be in the following format: "DASB Budget Request - DASB Account/Program Name - DASB Account Number"

For Example: "DASB Budget Request - DASB Budget Committee - 41-51140"

Everything submitted will be publicly available online.

Delete the Object Codes and lines within Object Codes you do not need.

1. Program (Account) Name: Library - Textbook on Reserve
2. Is this a new DASB account? No DASB Account Number: 41-56561
3. Amount requested for 2020-2021 \$15,000
4. Total amount allocated for 2020-2021 \$10,000
5. How long has this program existed? 12 years
6. Number of students directly served in this program: Potential to serve all students.
Please ACCURATELY and THOROUGHLY complete numbers 7 – 10 and use additional sheets if necessary.
7. List ALL other accounts and/or sources of income (list ALL Account Numbers, Account Names, Account Balances, and Account Purposes/Restrictions) also list ALL Co-Sponsorships for the Program; include anticipated future sources and co-sponsorships. Accounts and amounts will be verified.
Failure to disclose ANY and ALL non-DASB Funding Sources will result in the immediate disqualification of your request and/or the freezing of your DASB Account if already approved.
 B Budget Accounts: _____
 Trust Accounts: _____
 Fund 15 Accounts: _____
 FHDA Foundation Accounts: _____
 Grant Funded Accounts: _____
 Other District Accounts: _____
 Off-Campus/Off-District Accounts: _____
 On-Campus Co-Sponsorships: _____
 Off-Campus Co-Sponsorships: _____
8. How have you been meeting or how do you plan to meet the budget stipulation of requiring that all students benefiting from DASB funds allocated to you have paid the \$10 DA Student Body Fee and are DASB Members (DASB Budget Stipulation # 1)? The Library requests that students use their DASB card to check out materials from
9. our collections: patrons with community library cards are not allowed to access the Reserves collection.
10. What would be the impact if DASB did not completely fund this request? The library does not receive funding for the Reserves collection from any other source: without DASB funding we would rely solely on individual faculty, departments, and divisions to provide copies of their texts for the collection and we would not have as many materials available for students.
11. Total amount being requested for 2021-2022 (from page 3) \$15,000

Supplies (4010)

(Non-capital as specified; NO general office supplies)

	Item	Intended Use	Cost
1.	<u>Course required textbooks and materials</u>	<u>Reserves Collection</u>	<u>\$15,000</u>
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	<u>\$15,000</u>

Total amount requested (also complete line 10 at bottom of first page) \$15,000

Request For Information (RFI)

	Question / Inquiry	Program Response
1.	Please provide a thorough description of your program (250 words max)	<p>The Course Reserves collection consists of textbooks and other course materials (such as solutions manuals and calculators) required for De Anza College courses. Students who may not be able to afford course materials or need to use them on campus use and greatly appreciate this service.</p> <p>All materials are purchased through the Campus Bookstore, cataloged and processed through the Library, and will feature DASB's sponsorship of the materials prominently on each textbook (DASB stamp). Reserves Collection circulations account for 85% of Library circulations (statistics from 2018-2019 fiscal year).</p>
2.	Please provide how many students are actively engaged in your program. Backing it up with data will help.	4625 unique IDs are associated with 43835 Reserves checkouts (data from 2018-2019 fiscal year).
3.	Why is your program important and what is the rationale behind having this program on campus? (250 words max)	Our program allows access to course materials crucial to understanding course content, especially to those who cannot afford the materials.
4.	How will your program expand students' perspectives and positively impact their lives and the community? (250 words max)	Our materials support success within courses which expand student perspectives and positively impact their lives and the community.
5.	How is your program working to improve itself every year? Do you receive student feedback? Implementing a student survey and sharing the results with DASB will be beneficial for our review process.	<p>We often assess the usage statistics and adjust circulation rules so that we can allow the most usage possible per person while still meeting the collective demand. Most years we have also had surveys about our services which show high awareness of the Reserves (as well as acquainting more people with the Reserves as a side effect of the survey) and soliciting feedback so that we can improve.</p>
6.	What are all your sources of funding? Please include funding from the college, any sources of income, any grants, and any other source. Has your program taken the initiative to search for other sources? (list ALL Account Numbers, Account Names, Account Balances, and Account Purposes/Restrictions)	We have no other sources of funding specifically, however, we do solicit textbook (and other course material) donations from instructors, departments, and divisions.

	Question / Inquiry	Program Response
7.	Go through the DASB budget goals for the current academic year and explain how your program fits each of them or as many as possible. (250 words max) The DASB budget goals are available at www.deanza.edu/dasb/budget	<ul style="list-style-type: none"> • Goal 1. - By providing access to required and recommended textbooks and other course materials. • Goal 2. - While our collection benefits even students who only need the items briefly, our collection most benefits those students who cannot afford a text at all and those students who need to have print materials because of visual perception or other barriers to use of e-materials. • Goal 3. - We purchase materials which benefit students immediately after purchase and which then continue to benefit students for quarters or years thereafter. • Goal 4. - Community card holders cannot access the Reserves Collection. • Goal 5. - Our items have circulated on average 87 times over the lifetime of the item, starting with the higher, even as we have been extending circulation rules slowly with an eye to not impacting availability. • Goal 6. - This program does not generate revenue, although it provides an incentive for students to have their DASB cards. • Goal 7. - As noted above. Reserves items circulate many times per year and help many students over the items' lifespan. • Goal 8. - Providing access to course materials, especially early in the quarter, promotes student retention, as implied by the discussion section of "A multi- institutional study of the impact of open textbook adoption on the learning outcomes of post-secondary students" by Fischer, Hilton, Robinson, and Wiley in the Journal of Computing in Higher Education, December 2015 https://link.springer.com/article/10.1007/s12528-015-9101-x • Goal 9. - Please see answer to "Question/Inquiry 8." In field below.
8.	Explain how your program is unique. Are there any programs on campus that are similar or is there any duplication of services? (250 words max)	The Academic Course Reserves Collection is the only collection of current course materials usable by all DASB Card holders. The Academic Course Reserves Collection contains materials which support students in nearly every discipline, and all instructional divisions.
9.	Explain how your program advertises and promotes itself to all students. Has your program made extra effort to market and reach underserved students? If so, describe how. If not, describe what challenges your program faces in trying to do so. Provide a clear plan for the current academic year as well as any marketing material you will or have used. (250 words max)	Our program contacts instructors/departments/divisions who then inform their students of the materials which directly benefit them in their courses.
10.	Explain how your program promotes equity on campus. (250 words max)	Our program, while potentially of benefit to all students, especially benefits students who cannot afford course materials, or who need print copies rather than digital because of visual or other barriers to accessing books through an electronic medium.
11.	Please indicate which object codes are critical for DASB to fund this year.	4010

	Question / Inquiry	Program Response
12.	How has your program adapted to providing its services online? Alternatively, please provide a clear plan for how your program would provide online services if needed in the future.	Our plan, if permitted by County Health Officials, College capacity, and return to campus protocols, is to move to a curbside checkout system with quarter-length checkouts for all DASB grant funded items, all donations, and all items in the Reserves which come from other library collections. The same will be true of instructor/department/division owned items. but opting out will be possible.

Signatures are not Required for this Application

Signatures are not required for this application; however, the Administrator should still review and approve the application and should be copied on the email submitting the application. **The Budgeter and Administrator cannot be the same person.** Applications must be typed and submitted via email along with any attachments; applications must be submitted as Word documents or searchable text PDFs (not scans).

Signatures that are Required for Utilizing Funds

All future financial documents, forms, requests, requisitions require the signature of the budgeter(s) and the administrator responsible for the program of the account. The budgeter and administrator responsible for the program of the account shall sign designating this is an appropriate expenditure of DASB funds and in the best interest of the student body. Administrators are responsible for any expenditures exceeding budget allocations. **The Budgeter and Administrator cannot be the same person.**

Budgeter and Administrator Information

Budgeter’s Name:	<u>Wil Byars</u>
Phone Number:	<u>408 864 8759</u>
Email:	<u>byarswil@fhda.edu</u>
Relationship to Project:	<u>Budgeter</u>
Position on Campus:	<u>Senior Library Technician</u>
Administrator’s Name:	<u>Lorrie Ranck</u>
Phone Number:	<u>408 864 8489</u>
Email:	<u>rancklorrie@fhda.edu</u>
Relationship to Project:	<u>Administrator</u>
Position on Campus:	<u>Associate Vice President of Instruction</u>