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**COMPLETE**

**Collector:** Live Link (Web Link)  
**Started:** Thursday, February 06, 2020 8:30:38 PM  
**Last Modified:** Thursday, February 06, 2020 8:52:27 PM  
**Time Spent:** 00:21:49  
**IP Address:** 76.167.65.141

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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**

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**Q2 Department:**

Library

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**Q3 Title of Request:**

Resource request for Library

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**Q4 Location of Request:**

Library

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**Q5 Type of Request:**

Other: Please specify the non-operational other request::  
Library adjunct monies

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**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.

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**Respondent skipped this question**

**Q7 Estimated Cost:**

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**Respondent skipped this question**

**Q8 Please attach quote, if available**

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**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.

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**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

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**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.

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