

February 6, 2018

**Technology Equipment Requests 2017-2018**  
Process and Calendar for Allocating the Centralized Library Fund  
For Technology Equipment and Infrastructure

Due Date	Action
By 01/19/2018	1. Solicit 2017/18 Technology Equipment and Infrastructure priorities from University Librarian. DL Division responsibilities include: network and security upgrades; staff workstation rotation; workstations for new positions under recruitment; digital image capture equipment; library-wide software; Student Tech Fee use for approved items such as public workstation rotation, additional public scanners, Group Study Room enhancements, circulating laptops, etc.
By 01/22/2018	2. AUL DL consults with AULs, Cyberinfrastructure staff, and Director/P&B on timeline.
By 01/25/2018	3. University Librarian approves process and priorities. <i>Note: Approved 1/25/2018</i>
By 02/07/2018	4. The AUL DL initiates the Call which includes the statement of library priorities for the current Technology cycle.
By 02/08/2018	5. Discuss Call and process with Department Heads. <i>Note: Leadership Team Meeting February 8, 2018</i> <ul style="list-style-type: none"><li>a. Changes from past processes announced</li><li>b. Other process issues discussed</li><li>c. Comments on timeline solicited</li><li>d. Priorities explained and discussed</li></ul>
By 02/16/2018	6. Cyberinfrastructure distributes: <ul style="list-style-type: none"><li>a. Specifications of the proposed standard staff and public workstations, if needed.</li><li>b. Examples of items that will be included in the library-wide list prepared by Cyberinfrastructure staff and the AUL DL.</li><li>c. The link to the Request Application to be used to compile and prioritize department and division requests.</li></ul>
By 02/16/2018	7. Meeting of AUL DL with workgroup (Szilagyi, McGilvray, Harvey, Vice, Metoyer, Schuster) to review timeline and process to ensure effective and efficient implementation.
By 02/28/2018	8. Departments determine their needs. <ul style="list-style-type: none"><li>a. Department Heads and Designees complete the input of their prioritized list of requests into the Request Application for review by their AULs/UL, consulting with Cyberinfrastructure, AUL DL, and Facilities on individual items as necessary. (Note: Cyberinfrastructure should be consulted on the configuration of any PC's requiring hardware/software beyond the base model.) AULs/Designees also ensure, in consultation with Cyberinfrastructure and Facilities, that facilities costs generated by computing requests (e.g. furniture needed for new hardware) are included in the requests.</li></ul>

	<p>b. Justifications must be included for each item, and must include:</p> <ul style="list-style-type: none"> <li>• How the item/request ties into the Library's Strategic Plan</li> <li>• How the item/request ties into the UCR Strategic Plan</li> <li>• How the item/request ties into the Division/Department Goals</li> <li>• The organizational/institutional risks of not approving the item/request</li> </ul> <p>c. If maintenance agreements for items are needed, they must be included with the item.</p>
By 03/12/2018	<p>9. AULs/UL complete the prioritization of divisional requests into a single prioritized list in the Request Application.</p> <p>The AULs/UL solicit additional information from their areas as needed, and combine all requests into a prioritized list of divisional requests with justifications and backup documentation.</p> <p>a. Justifications must be included for each item, and must include:</p> <ul style="list-style-type: none"> <li>• How the item/request ties into the Library's Strategic Plan</li> <li>• How the item/request ties into the UCR Strategic Plan</li> <li>• How the item/request ties into the Division/Department Goals</li> <li>• The organizational/institutional risks of not approving the item/request</li> </ul> <p>b. Backup documentation should be uploaded and should include product information, unit pricing, estimated shipping, installation, sales tax, and maintenance as appropriate. The basis for pricing information may be any easily available source, e.g. vendor web site, catalog page, etc.</p> <p>c. AULs/Designees should include all items submitted as part of the departmental request on the prioritized list for their Division.</p> <p>d. The DL Divisional request will include Division specific items as well as recommendations for items that support library wide cyberinfrastructure and digital initiatives.</p>
By 3/14/2018	<p>10. Combined, prioritized lists should be submitted to the AUL DL from:</p> <ul style="list-style-type: none"> <li>a. DUL for: Music, Teaching and Learning, Research Services (including Maps), Access Services Departments and Units, Communications, Medical Library Programs</li> <li>b. Director, P&amp;B for: Budget, Facilities, Acquisitions Accounting</li> <li>c. Director, HR&amp;OD for: HR</li> <li>d. AUL DL for: Library-wide Technology, Cyberinfrastructure, Preservation, Metadata &amp; Technical Services, Digital Initiatives Program, Student Tech Fee funding</li> <li>e. AUL C&amp;SC for: Collection Strategists, Special Collections &amp; University Archives, Special Research Projects</li> <li>f. UL for: Development, Library Administration, UL's special initiatives</li> </ul>

By 03/30/2018	<p>11. The workgroup creates a single master list that consolidates all division and Library-wide requests onto one prioritized list. The order of rankings within divisions within the master list will be maintained whenever possible.</p> <ol style="list-style-type: none"> <li>The workgroup will review the list to identify cross-functional costs - facilities costs generated by computing requests (e.g. furniture needed for new hardware) and computing costs generated by facilities requests to make sure all are included in cost estimates.</li> <li>The workgroup will make sure that approximate shipping and tax and other associated costs, such as facilities or network expenses are included and each request includes as much detail as possible regarding necessary components, peripherals and price.</li> <li>Cyberinfrastructure and Purchasing review all pricing information submitted, and if appropriate, e.g. a better source is known, they supply a revised price with backup documentation. Cyberinfrastructure also reviews requests for any required software/hardware etc. that may have been overlooked by the requester.</li> <li>Cyberinfrastructure or Purchasing informs the requesting AUL if a maintenance agreement or upgrade is recommended that has not been included in the request.</li> <li>“Placeholder” requests may be included when it is not possible to detail the specifics of a request. Placeholder requests include an estimated overall cost and a general description of a group of items or of a goal.</li> </ol>
By 04/05/2018	12. The <b>draft</b> Final Prioritized List is submitted to the UL’s Cabinet for review.
By 04/16/2018	<p>13. The UL’s Cabinet reviews the list and revises as necessary.</p> <p>Individual requests that are merged into a group or library wide request in a way that changes the manner of fulfilling the individual request significantly will be reviewed by the UL’s Cabinet for agreement. The AUL will then communicate the change to the requester.</p>
By 04/19/2018	14. The University Librarian approves the final Technology list.
By 04/23/2018	<p>15. The final approved list is posted to the staff wiki, and library staff are notified via Library News email.</p> <p>The final list includes all items submitted by the AULs in step 9, even items that are not approved for funding by the UL.</p>
04/24/2018-06/30/2018	<p>16. Ordering begins, with attention to these <b>approximate</b> deadlines/dates for 2018:</p> <p>May 16 – Equipment Orders (Equipment and Facilities purchases)</p> <p>May 16 – PO Blankets (renewals and new blankets – like maintenance agreements, software agreements, etc.)</p> <p>May 16 – Supply/Service Orders greater than \$100,000</p> <p>June 13 – Supply/Service Orders less than \$100,000</p> <p>June 13 – ePay Payment Requests (reimbursements for purchases made by individuals)</p> <p>June 13 – Invoices from Vendors (invoices must be submitted for payment by this date in order to pay on this FY)</p>

June 22 – Campus Recharges (i.e., Bear Logic for computer stuff)  
June 25 – Procard Purchases  
June 29 by 3:00pm – DAPO's (low value PO's) and Storehouse

- a. Under general supervision of the AUL DL and Director, P&B, the Purchasing Assistant proceeds with placing orders, coordinating with Cyberinfrastructure to finalize order details and obtain necessary backup documentation to place orders.
- b. If a version or configuration other than what was requested is to be ordered, the requesting AUL and department head will be notified before the purchase request is submitted.
- c. Under the general supervision of the AUL DL, the Cyberinfrastructure staff, coordinating with the Facilities Manager if needed, develop implementation plans and schedule expected installation dates.
- d. If questions arise about a purchase request, such as the quantity of software licenses or whether to purchase maintenance or upgrade agreement, the AUL DL will consult with the requesting AUL, and the UL.
- e. Orders for placeholder items may not exceed the total amount of money approved for the item.
- f. The Request Application is maintained and used throughout the process to document the status of each order.
- g. If funds are left over after the approved items have been purchased, the UL's Cabinet reviews the list of purchases, and recommends to the UL additional items for purchase consideration.