

## **FY 2003 Computer-Related Capital Equipment Requests for the MIT Libraries: Proposed Approvals for Q2**

This quarter's requests were handled by the new process approved last fall. An initial proposal was prepared by the head of STS and the LTCs. The proposal was then reviewed and revised by the original group plus Jim Mullins and Carl Jones. The proposal represents the consensus reached by all participants.

We received 108 requests totaling an estimated \$139,116. For this first round of requests, we recommend the approval of 47 requests in whole or in part, including those requests which can be met by cascading equipment already in stock. This proposed round of approvals will cost an estimated \$25,174. These figures are dramatically different from those from Q1, and represent a decision to keep this quarter's round as modest as possible. We did this for two reasons. STS is still deploying (and in some cases still ordering) equipment approved in Q1, and a smaller round of approvals this time will give us a chance to catch up. More important, we felt that it would be prudent to spend as little as possible this time. By the next quarter, the last for this fiscal year, Jim will have a better picture of our year-end finances, and we will consequently be able to make decisions which fully take into account next year's budgetary constraints.

Within these limitations, we maintained our ongoing commitments to upgrade computers which fall below MIT's current recommended minimum speed and to support the ergonomic review of staff workstations. We also tried as much as possible to give all units at least some of their highest priority items, and to approve requests which support creative endeavors by our staff.

For this round, requests that directly serve the public make up 44% of the approved dollars. Requests that serve the public by means of either access or teaching represent 69% of the total approved amount.

### **Technical Support Goals**

In terms of our stated support goals, the requests we approved break down as follows (these are percentages of the \$25,174 approved and add up to more than 100% since a single request may meet more than one goal):

...Access... providing enhanced patron access to resources, including patron self-service – 56%

...Teaching... providing tools to better instruct and serve patrons – 36%

...Creative... doing creative and innovative things we have not done before – 23%

...Productivity... technology that enhances workplace production by our staff – 39%

...Sharing... equipment meant to be shared by a workgroup or the whole libraries – 7%

...Health... tools to improve the ergonomics of our work – 24%

<b>Total requests</b>	139116
<b>Total approved</b>	25174

Approved for public	11150
Approved for access/teaching	17420
Approved for health	5954
Approved for productivity	9749
Approved for "creative"	5775
Approved for shared equipment	1850

**Key to decisions:**

y	yes
n	no
d	defer till next quarter
p	partial approval
o	funded through other sources