

Library Technology Proposal

Name _____ Date _____

Submitting group or area _____

Item(s) requested

For what budget year is this request?

What project or program does this support? _____

General description of request (Note: Please include the following and any other relevant information: Does this involve new equipment or software, a replacement, or an upgrade?

Who will this benefit and how? If applicable, what are the steps necessary to implement it?

Rank the project (A,B,C, or D)_____

Explanation of ranking system:

A= Expenditures to which we are committed. Contracts have been signed or will be signed. Examples: lease purchases or maintenance contracts.

B= Expenditures that support existing programs and/or services.

C= Expenditures necessary to implement new programs and/or services

D= Wish list items (creative thinking is encouraged)

Reason for ranking:

List items requested below. If possible, attach a sheet for each item indicating dealer, manufacturer, model no., source of information, etc.

Total estimated cost of items or project _____

Authorizations
Systems Librarian _____
Library Director _____

Please return a copy of this completed form to the Library Systems Office.