

FY 2008 Technology Fee Proposal

Submitting Organization: College of Law
Major Unit: Law Library
Department: N/A

Contact Person: Terrance Manion
E-Mail: terrance@gsu.edu
Telephone: 404-651-4212

1. Project Short Title

<i>5-8 Word Project Title</i>

Thomson Gale Legal Forms Database Subscription
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2. Total Requested

Fiscal Year 2008

\$ 5,590

3. Executive Summary

Project Description (three or four sentences)

If funded this proposal will provide university-wide access to Thomson Gale Legalforms collection. This resource will provide access to several thousand Georgia and multi-state legal forms addressing the most common areas of law.

4. Project Description

This project would provide the Law Library with a two year subscription to the Thomson Gale LegalForms Database.

The Thomson Gale LegalForms Database is a collection of several thousand Georgia and multi-state legal forms addressing the most common areas of law, including bankruptcy, bill of sale, contracts, divorce, landlord/tenant, living wills, power of attorney, real estate, and last will and testament. This legal resource allows students to search the LegalForm collection, download a form in Word, WordPerfect, Text, or PDF, fill out the form electronically, and then print it.

Forms available on Thomson Gale LegalForms include forms drafted by attorneys for a particular legal matter, forms from public records, and participating companies and attorneys. "Official" forms for Georgia are also included. Thomson Gale LegalForms is powered by USlegalforms.com, a leading legal forms publisher. Thomson is a large and respected publisher of legal materials.

Thomson Gale LegalForms Database is an annual subscription resource. The Law Library is seeking funding for a two years subscription, and then will reevaluate the resource at the end of the subscription. If the library renews the subscription, it will not seek additional funding from the Student Technology Fee.

5. Record the review numbers assigned by IS&T and Facilities. Their assessments must be included in Sections 16 and 17.

IS&T: IST08-062

Facilities: 14593-07

6. Relevance to Regents Guidelines

This proposal is consistent with the first enabling paragraph in the technology fee guidelines: “[1] Technology fee revenues should be used primarily for the direct benefit of students to assist them in meeting the educational objectives of their academic programs.”

7. Relevance to Strategic Plan(s)

The College of Law Strategic Plan states that the College of Law Library will provide students of the College, and the wider university community, with the information resources and the services that are necessary to support effective instruction, research, and service.

8. Impact on Students Served

This web resource will provide all undergraduate and graduate students at Georgia State access to legal materials. This resource will be available throughout the Georgia State campus via IP authentication and remotely via library proxy servers.

9. Justification of Funding Requirements for Fiscal Year 2008

Provide a specific description of the funding requirements for FY 2008 in the Microsoft Excel spreadsheet below. You must use the same terminology as in the Project Description (page 2, #4) to allow each itemized line to be traced back to the items and functionality appearing in the Project Description. Failure to do so will negatively affect consideration of your proposal. Itemize and total the following categories of expense. If necessary, add lines to the table below corresponding to accounting objects of expense.

Please note that any equipment items less than \$4,999 should be categorized as "supplies."

Object of Expense	Itemized Descriptions	Quantity	Per unit price	Extended Total
Supplies (Note: PCs under \$5,000 go here. Also, use standard dollar amounts and replacement thresholds from sections 11/12, or provide explanation in sections 11/12.)	Item 1			\$0.00
	Item 2			
	Item 3			
	Item 4			
	Item 5			
	Item 6			
	Item 7			
Equipment	Item 1			\$0.00
	Item 2, etc			
Software (Note: Include Vendor and Product Name.)	Thomson Gale Legal Forms	2	\$2,795.00	\$5,590.00
	Item 2			
	Item 3, etc			
Maintenance or Contractual Services	Item 1			\$0.00
	Item 2, etc			
Board of Regents Guidelines state "In almost no cases should technology fee revenues be used for ... space renovation, or other items or activities that do not have a direct and immediate impact upon students instructional objectives." (See Attachment 1, #8)				
Construction Services (Requires review of Planning & Facilities)	Item 1			\$0.00
	Item 2			
	Item 3, etc			
Network Connections and Infrastructure Costs (Requires review of UCCS)	Item 1			\$0.00
	Item 2			
	Item 3			
	Item 4, etc			
Physical Security (Note: Costs normally should not exceed 2.5% of Total Requested.)	Item 1			\$0.00
	Item 2			
	Item 3			
	Item 4, etc			
Other Expenses (explain)	Item 1			\$0.00
	Item 2, etc			
Board of Regents Guidelines state "Technology fee revenues may be used - with caution - for new staffing that is either temporary or ongoing." (See Attachment 1, #6)				
Staff Salaries	Item 1			\$0.00
	Item 2, etc			
Fringe Benefits	Item 1			\$0.00
	Item 2, etc			
		Hours/wk	Hourly Rate	
Student Assistant Salaries	Item 1			\$0.00
	Item 2, etc			
Graduate Student Assistant Salaries	Item 1			\$0.00
	Item 2, etc			
TOTAL				\$5,590.00

10. Consequences of Partial Funding

State what the consequences would be on the effectiveness and viability of the proposal if it were only funded in FY 2008 at the following percentages of the requested total:

Only 75% funded: The proposal would remain viable at 75% funding.

Object of Expense	Itemized Descriptions		Quantity	Per unit price	Extended Total
Supplies (Note: PCs under \$5,000 go here. Also, use standard dollar amounts and replacement thresholds from sections 11/12, or provide explanation in sections 11/12.)	Item 1				\$0.00
	Item 2				
	Item 3				
	Item 4				
	Item 5				
	Item 6				
	Item 7				
Equipment	Item 1				\$0.00
	Item 2, etc				
Software (Note: Include Vendor and Product Name.)	Thonson Gale LegalForms Database		1	\$2,795.00	\$2,795.00
	Item 2				
	Item 3, etc				
Maintenance or Contractual Services	Item 1				\$0.00
	Item 2, etc				
Board of Regents Guidelines state "In almost no cases should technology fee revenues be used for ... space renovation, or other items or activities that do not have a direct and immediate impact upon students instructional objectives." (See Attachment 1, #8)					
Construction Services (Requires review of Planning & Facilities)	Item 1				\$0.00
	Item 2				
	Item 3, etc				
Network Connections and Infrastructure Costs (Requires review of UCCS)	Item 1				\$0.00
	Item 2				
	Item 3				
	Item 4, etc				
Physical Security (Note: Costs normally should not exceed 2.5% of Total Requested.)	Item 1				\$0.00
	Item 2				
	Item 3				
	Item 4, etc				
Other Expenses (explain)	Item 1				\$0.00
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Staff Salaries	Item 1				\$0.00
	Item 2, etc				
Fringe Benefits	Item 1				\$0.00
	Item 2, etc				
			Hours/wk	Hourly Rate	
Student Assistant Salaries	Item 1				\$0.00
	Item 2, etc				
Graduate Student Assistant Salaries	Item 1				\$0.00
	Item 2, etc				
TOTAL					\$2,795.00

Only 50% funded: The proposal would remain viable at 50% funding.

Object of Expense	Itemized Descriptions		Quantity	Per unit price	Extended Total
Supplies (Note: PCs under \$5,000 go here. Also, use standard dollar amounts and replacement thresholds from sections 11/12, or provide explanation in sections 11/12.)	Item 1				\$0.00
	Item 2				
	Item 3				
	Item 4				
	Item 5				
	Item 6				
	Item 7				
Equipment	Item 1				\$0.00
	Item 2, etc				
Software (Note: Include Vendor and Product Name.)	Thomson Gale LegalForm Database		1	\$2,795.00	\$2,795.00
	Item 2				
	Item 3, etc				
Maintenance or Contractual Services	Item 1				\$0.00
	Item 2, etc				
Board of Regents Guidelines state "In almost no cases should technology fee revenues be used for ... space renovation, or other items or activities that do not have a direct and immediate impact upon students instructional objectives." (See Attachment 1, #8)					
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	Item 3, etc				
Network Connections and Infrastructure Costs (Requires review of UCCS)	Item 1				\$0.00
	Item 2				
	Item 3				
	Item 4, etc				
Physical Security (Note: Costs normally should not exceed 2.5% of Total Requested.)	Item 1				\$0.00
	Item 2				
	Item 3				
	Item 4, etc				
Other Expenses (explain)	Item 1				\$0.00
	Item 2, etc				
Board of Regents Guidelines state "Technology fee revenues may be used - with caution - for new staffing that is either temporary or ongoing." (See Attachment 1, #6)					
Staff Salaries	Item 1				\$0.00
	Item 2, etc				
Fringe Benefits	Item 1				\$0.00
	Item 2, etc				
			Hours/wk	Hourly Rate	
Student Assistant Salaries	Item 1				\$0.00
	Item 2, etc				
Graduate Student Assistant Salaries	Item 1				\$0.00
	Item 2, etc				
TOTAL					\$2,795.00

11. Standard Dollar Amounts

In constructing the budgetary requests in Sections 9 and 10 above, computer workstations should be budgeted at the following levels:

The following desktop systems are the standard technology for Student Technology Fee purposes. Desktop systems exceeding this capability and price must be specifically justified:

1. Windows/Intel processors workstation, including monitor: \$1,222
2. Apple Macintosh models: \$1,376

The following types of equipment require justification over and above desktop systems. The following prices and configurations are standard for these types of equipment. Any deviation from these standards must be further justified:

1. Windows/Intel processors laptop: \$1,749
2. Apple Macintosh laptop: \$1,382
3. Personal Digital Assistant (PDA): \$ 472
4. Tablet computer: \$1,984

N/A.

12. Standard Replacement Thresholds

All equipment being requested due to obsolescence or inadequacy of existing equipment must be itemized on the form provided in Attachment 3: Itemization of Equipment to be Replaced. Each item for which replacement funding is being requested will be in one of the following two categories:

N/A

13. Prerequisite, Non-Technology Fee Funding

N/A

14. Matching Funds

N/A

15. Staffing and Other Support Availability

Online databases and electronic resources such as the Thomson Gale LegalForms are managed and supported by the Law Library's Electronic Services Librarian. No additional staffing is needed to support this technology.

16. Space Availability and Impact on Facilities

This project does not impact facilities.

17. Impact on Computing/Networking/Information Security Infrastructure

Information Security Review (Tammy Clark):
Impact: No
Assessment:

Wireless and Network Ports Review (Mark Roberson):

Impact: /No

Assessment:

Server Connections (Charles Hollingsworth, Tammy Clark, Keith Campbell):

Impact: (NO-CWH) , No impact – KEC

Assessment:

External Connections (Charles Hollingsworth):

Impact: (Yes-CWH)

Assessment: Because this uses an external service there will be an impact on the Campus external connections. However, the impact should be minimal.

DVR Installations (Mark Roberson, Tammy Clark, Charles Hollingsworth):

Impact: N/A

Assessment:

Lab and Classroom Configurations (Joe Amador):

Impact: Yes/No NO

Assessment:

18. Physical Security Needs

N/A

19. Post-Project Assessment Criteria

There are two identifiable milestones that can be used to assess the progress of the project: 1) successfully negotiating and signing a license agreement with Thomson-Gale and 2) successfully testing local and remote access to the database subscription.

20. Review and Acknowledgements

Attach electronic notes or documentation showing that the following units or administrators have reviewed or acknowledged this proposal:

Reviewed and acknowledged by:

Terrance Manion – Electronic Services Librarian

Nancy Johnson – Law Librarian

Bill Prigge – Assistant Dean for Administration & Finance

Steven Kaminshine – Dean