

FACILITIES PLANNING TEMPLATE (REQUEST FORM)

(Submit one form per project request)

Department/Program: Library

Title of Request: Electronic kiosk

Location of Project: Entry level, second floor

Department/Program Priority Ranking: (A Dept./Prgrm. may have more than one request with the same ranking.)

- Priority ranking options: 1, 2, 3, 4 (4 is selected)

Type of Request: (Check Below)

- Type of Request options: Equipment, Installation (selected), Routine Facilities Care, Space allocation, Maintenance, Deferred, Preventative, Ongoing, Emergency, Reconstruction, Refurbish, Remodel, Renovate, New Construction, Short Term 1-2 years, Mid Term 2-3 year, Long Term 3-5 years

Description of Request:

Install electronic kiosk main entry level of library.

Justification for Request:

- Justification questions: Viability, Legal Mandate, Institutional Planning, Institutional Effectiveness, Collaboration

Justification narrative explaining the above answers:

Provide information for new & returning students at library.

Estimated Cost of Request: (If available) \$__5,000___.00