Memo

To: John Erdmann

From: UDWC: Linda Beam, Carl Cox, Michele Martinisi, Cari Torres

cc: Kim O’Gara, Claudette Muldowney, Carol Scialli, Peggy Isozaki, Susan Andrien

Date: March 22, 2012

Re: CAT 5B: Individual Research and Development Project:
The WASC/IVC Library Materials Project

The UDWC has completed the evaluation of your proposal and is pleased to inform you that it unanimously recommends you be awarded the following for your project “WASC/IVC Library Materials Project”:

**Summer 2012**: 1.0 teaching unit  
**Fall 2012**: 2.0 teaching units

The expected final project should include:

- Unpacking and triage of approximately 500 boxes of books and magazines (approximately 14,000 books from IVC library and 60 boxes of valuable archived magazines).
- Evaluation of each volume, adding some of the books/magazines to the IVC and KTD collections and dispersing inappropriate titles within the guidelines and procedures of College of Marin policy.
- Clearing of the area in the library which will be designated as “Leisure Reading Area” in the future.
- Provide documentation which includes the number of boxes removed, evaluated, processed and distributed, the number of volumes removed, evaluated, processed and distributed and the number of volumes distributed to other non-profit or charitable groups after evaluation.
- Provide a report on the project by December 15, 2012.

If you are not interested in accepting this award and proceeding with the project as outlined above, please notify Kim O’Gara no later than March 30th, 2012. **Please submit a final report on your project to Kim O’Gara in the Office of Instructional Management no later than December 15th, 2012.** If this is a stipend award please get time card from department administrative assistant and direction on time card procedures. Please also **submit the requisite Reassigned Time/Stipend/Overload form** to Kim O’Gara in the Office of Instructional Management, HC 107 as soon as possible. If your award spans more than one semester, please provide one form for each semester awarded.