

Subject: Re: Written approval for display cases purchase
Date: Wednesday, June 26, 2019 at 1:07:14 PM Pacific Daylight Time
From: Jean-Francois Blanchette <blanchette@gseis.ucla.edu>
To: Diana Ascher <ascher@gseis.ucla.edu>
Priority: High

Dear Diana,

This email does represent what you conveyed to me prior to the purchase and which I approved at that moment. Thank you for your ingenuity and persistence in securing these improvements to the lab, that will benefit the entire IS community but especially students.

Many thanks,
Jean-François

On Jun 26, 2019, at 3:59 PM, Diana Ascher <ascher@gseis.ucla.edu> wrote:

Dear Jean-François,

Apologies in advance for the length of this email. Since we purchased the display cases for the IS Lab outside the normal purchasing protocol, I've been asked to document with detail the expenses for which I submitted a request for reimbursement. This email is intended to provide the requested detail for reimbursement and to document your approval of the purchase.

Could you please respond to this email with any corrections and your explicit approval of the expenditure?

Many thanks,
Diana

Background on the Purchase of Two Display Cases for the IS Lab

Impetus for Purchase

During the Winter 2019 term, the IS Lab received thousands of items from the former office of Emeritus Dean & Professor Robert M. Hayes. These items were deposited in Zone A of the IS Lab, and subsequently processed by the IS Lab Director and Staff. To preserve historical artifacts that have shaped the Department of Information Studies, a portion of Zone A in the IS Lab was allocated for use as a Special Collections area. This new feature of the IS Lab established opportunities for students to gain practical hands-on experience with special collections librarianship, enabled access to these artifacts for the GSEIS community to learn about our department's legacy, and provides a rich source of information for future scholarly research.

Availability & Sourcing

It should be noted that many of the equipment purchases for the IS Lab entail items that either

are no longer manufactured* and/or are unaffordable given the IS Lab budget. The display cases at issue would cost about \$8,000 were they purchased from a manufacturer. However, internet marketplaces and applications make it possible for us to locate and purchase these rare items from individuals and non-UCLA-approved vendors at rates we can afford. Furthermore, the IS Lab director does not have access to BruinBuy, and has to process purchase requests through the department's two administrative staff members. This impediment has the following implications:

1. Purchases must be made without the advantage of being able to see (much less compare) prices.
2. Purchases cannot be made in a timely fashion, as requests fall among the many competing responsibilities of the staff members.

Because the IS Lab budget could not accommodate the purchase of new display cases to exhibit the new Hayes Collection, the IS Lab director sought to acquire display cases by canvassing other UCLA Libraries for castoffs that could be repaired. Finding no such opportunities within the UCLA Libraries, the IS Lab director identified a seller in Bellflower, CA, who had two display cases in good condition for sale. The IS director negotiated a sale price of \$100 for both display cases. She then had to get the display cases from Bellflower to UCLA, and learned she could hire a TaskRabbit mover to pay the seller \$100, pick up the display cases, and transport them to the IS Lab.

Approval

The IS Lab Director discussed the proposed purchase with the Department Chair, who granted her permission to proceed the following day (a Saturday). The total expenditure of \$327.11 was paid by the IS Lab director electronically, as shown on the attached receipt.

* For example, as we build out the AV-transfer stations in the media archives space, we need to acquire equipment that is no longer manufactured. The process for finding this preservation equipment entails contacting collectors of vintage audio and video technology, creating alerts on online platforms and applications, such as eBay and TaskRabbit, and jumping to action if and when such rare items become available for sale.

Diana L. Ascher, PhD, MBA

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<Ascher Receipt.pdf>

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