

TO: Department Chairs and Faculty
FROM: Grace Veach
RE: Special Projects Fund -- Request for Proposals

DATE: February 9, 2010

Steelman library would like to announce the continuation of Special Projects Fund Mini-Grants in FY 2010-11. Departments, faculty, or programs may request money to improve the library collection in targeted areas.

This Fund is designed to enhance the library collection by purchasing materials that will:

1. Support new majors, programs or curricular concentrations
2. Support interdisciplinary projects
3. Address underdeveloped areas of the library collection
4. Make one-time large purchases such as important reference works
5. Address changing formats
6. Address changing cultural or pedagogical needs

The distribution of monies from the Special Projects Fund will be determined through a proposal process. Faculty, departments, or programs are invited to submit proposals to obtain monies from the Special Projects Fund. Proposals must address at least one of the above collection development needs and describe how monies will be spent to address that need.

These Funds are intended for one-time purchases only. They cannot be used for ongoing commitments such as annual subscriptions to print or electronic journals or electronic databases.

To apply for the Special Projects Fund:

1. Discuss the proposed project with your liaison librarian to determine if your proposal meets the criteria.
2. Complete the application form; additional supporting documentation may also be submitted.
3. Obtain endorsement from your Department Chair or Dean, if applicable.
4. Submit completed application forms (and any supporting documentation) to Grace Veach by April 1, 2010.

QUESTIONS?? Contact your liaison librarian, or Grace Veach

Application for Special Projects Fund

DEADLINE: April 1, 2010

Requestor(s): _____

Department(s): _____

If this is an interdisciplinary project, list all departments involved

Granting this request will address the following need(s):

(Check all that apply. You may use additional pages to provide full descriptions and to document need).

_____ Support new major, program or curricular concentration. Identify:

_____ Support interdisciplinary programs. Identify:

_____ Address underdeveloped area of collection. Describe:

_____ Make one-time large purchase. Describe:

_____ Address changing formats. Describe:

_____ Address changing cultural or pedagogical need. Describe:

Please describe the materials to be purchased which will address the need identified above. Attach supporting documentation such as bibliographies of potential purchases as appropriate.

Amount requested (if known): \$_____

(As a guideline, most proposals are between \$500-\$2,000.)

Department Chair/Dean endorsement: _____

Please submit to Grace Veach (gveach@seuniversity.edu)