

TO: Department Chairs and Faculty

FROM:

RE: Special Projects Fund -- Request for Proposals

DATE:

Proposal Submission Deadline: November 4, 2011

The Special Projects Fund allows departments, faculty, or programs to improve the library collection by using additional funds from outside their usual library allocation budget.

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 coordinated by the Library Committee. 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. Proposals must be for undergraduate programs.

These Funds are intended for one-time purchases only. They are not to be used for ongoing commitments such as annual subscriptions. All ongoing commitment purchases should come from department library budget allocations.

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, if applicable.
4. **Submit completed application forms (and any supporting documentation) to Beth Transue, Box 3002, by November 4, 2011**

QUESTIONS?? Contact your liaison Librarian, or Beth Transue, Librarian/Collection Development Coordinator, x3810, btransue@messiah.edu

Application for Special Projects Fund
DEADLINE: November 4, 2011

Requestor: _____ Box: _____ Email: _____

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 (undergraduate).
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 endorsement: _____

Some projects may be outside the realm of departmental activities and therefore endorsement from a Department Chair may not be needed. Discuss this with your liaison librarian if this is the case.

Please submit to Beth Transue, Box 3002, x3810, btransue@messiah.edu