

TO: Department Chairs and Faculty

FROM:

RE: Special Projects Fund -- Request for Proposals

DATE:

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In 2006, the Library and Library Committee instituted an annual "Special Projects Fund". This 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.

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 7, 2008**

QUESTIONS?? Contact your liaison librarian, or Beth Transue, Librarian/Collection Development Coordinator, x3810, [btransue@messiah.edu](mailto:btransue@messiah.edu)

## Application for Special Projects Fund

**DEADLINE: November 7, 2008**

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.

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](mailto:btransue@messiah.edu)***