

LIBRARY ENHANCEMENT INITIATIVE

PROPOSAL COVER SHEET

Please fill out this cover sheet and attach it to your proposal.
Please forward four hard copies of your proposal by December 20 to:

Theresa Liedtka
Lupton Library
Department #6456.

Please type or use a word processor for clarity.
Proposal guidelines are attached.

Thank you.

Name of faculty member: _____

Department: _____

Course, program, or research project for which materials are requested:

Dollar amount of request: _____

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PROPOSAL GUIDELINES

The Library Committee will consider only those proposals that follow all the guidelines. Thank you.

1. The total dollar amount requested in this proposal should not exceed \$750.00.

2. The proposal package will comprise three elements:

- ◆ a completed cover sheet,
- ◆ a brief typed narrative that provides a rationale for your proposal, and
- ◆ a list of the items you would like the Library to purchase.

3. The following questions may be useful in forming the rationale for your proposal:

- ◆ What is the relationship between the materials you wish the Library to purchase and the program, course or research for which they are intended?
- ◆ How essential are these materials to your achieving the goals of the program, course or research for which they are intended?
- ◆ How will these materials strengthen the Lupton Library's collection?
- ◆ Materials primarily for a program or course: How many students will benefit from these materials? How frequently is this particular course taught?

4. Reminders:

- ◆ This initiative funds only books, videos, DVDs, CDs, microfilm or microfiche. It does not fund subscriptions, licenses or other multi-year obligations such as textbooks, workbooks, multiple copies of titles etc.
- ◆ Please check to make sure that the Lupton Library does not already own the resources you are requesting.
- ◆ Please provide an itemized list of requested resources, including prices, ISBN numbers (for books), and needed ordering information (videos, DVDs etc.)
- ◆ Please send or hand deliver four (4) hard copies of the cover sheet and proposal by December 20 to Theresa Liedtka, Lupton Library, #6456.