

Southeast Missouri State University
Kent Library
Carrie Woodburn Johnson Endowment Grant
2021 Faculty and Staff Application

This application form is for Southeast Missouri State University faculty and staff to request a one-time award of funds from the Carrie Woodburn Johnson Endowment. These funds are to be used to strengthen Kent Library's collections in a particular curricular, program, discipline or subject area.

In 2021, proposals directly aligned with Southeast curriculum will be given preference.

Resources requested must be electronic, digital, print, or physical materials and purchased with a one-time only payment. Materials with recurring costs (such as: journal subscriptions) cannot be purchased with Carrie Woodburn Johnson Endowment funds.

For full consideration, please submit:

- 1) a completed application with appropriate signatures
- 2) a title list of all materials requested, including individual pricing

Deadline for submission is by **5:00pm, Friday, April 23, 2021**.

Submissions and question can be direct to:

Randyn Heisserer-Miller, Acquisitions Manager
Kent Library, MS4600
Office: KL241
rheisserermiller@semo.edu

We encourage you to contact your liaison librarian should you need help with identifying relevant titles and costs.

The Kent Library Collection Development and Management Committee will review applications based on these criteria:

- Evidence of alignment with new and existing curricula;
- Emphasis on instructional or research support;
- Consistency with department and university teaching and learning goals and objectives;
- Evidence of need; and
- Availability of resources.

In 2021, the maximum dollar amount awarded per request will be \$2,500. The number of awards will be determined by funding available. Successful award recipients will be notified through email by May 14, 2021.

Awarded materials will be ordered shortly after July 1, 2021. As possible, materials will be ordered, received, cataloged and available for use by the first day of fall semester.

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Carrie Woodburn Johnson Endowment Fund
2021 Faculty and Staff Application**

Application DEADLINE: 5:00pm, Friday, April 23, 2021

Date: _____

Requestor: _____ **Requested Total:** _____

Email: _____ **Phone Number:** _____

Department/Program: _____

College/Division: _____

Approval:

For academic departments:

For all others:

Department/Program Chair Signature

Supervisor Signature

College Dean Signature

Unit or Department Director (if applicable)

Requestors, please answer these questions:

- 1) Reason for request:

- 2) How is this request consistent with the department's or program's curriculum?

- 3) How will these materials improve or support teaching and learning?

- 4) How were the materials identified?

- 5.) Any other comments and/or information you feel necessary.

Please remember to include a list of the materials requested. Please be as detailed as possible so we can ensure we are considering and purchasing the correct items.