

Carrie Woodburn Johnson Endowment Fund

Request Form -- FY 2019

This request is for one-time additional funds to strengthen Kent Library's collections in a specific subject, discipline or program area.

Requests should be for online and print titles, but not include journals or other resources with recurring costs.

This year the upper dollar limit per request is \$4,000.

Monetary allocations may range from \$300 to \$4,000.

Requests will be judged on these criteria:

- ◆ Evidence of need
- ◆ Emphasis on instructional and/or research support
- ◆ Consistency with department and university teaching and learning goals and objectives
- ◆ Availability of resources

Originator _____
(Contact Person)

Date _____

Phone Number _____

Email _____

Department _____

College of _____

Amount requested _____

Department Chair Signature

College Dean Signature

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(To be completed by originator)

Reason for request:

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

How will these materials improve and support teaching and learning?

How were materials requested identified?

List titles of resources requested; including online or print and actual costs if available.
(Please, be as specific as possible.)

Other comments:

Submit completed request form via email to Randyn Heisserer-Miller
(rheisserermiller@semo.edu) by March 30, 2018.