

2023 Student Group Grant Proposal
Carrie Woodburn Johnson Endowment
Kent Library
Southeast Missouri State University

The Kent Library Carrie Woodburn Johnson Endowment awards funds to student groups to develop the collection in specific areas. Funds are requested and provided through a grant application process. Southeast Missouri State University recognized student groups are eligible to submit grant requests during the fall semester. Student groups are encouraged to request a one-time award from the Carrie Woodburn Johnson Endowment using this form. Funds are to be used to strengthen Kent Library's collections in the group's relevant subject area(s).

Requests must be for electronic, print or physical materials that can be purchased with a one-time only payment. Resources with recurring costs (such as journal subscriptions or annual licenses) cannot be purchased through the Carrie Woodburn Johnson Endowment.

For full consideration, please submit a completed application and accompanying resource title list of all materials included in your request by **5:00 pm, Friday, December 8, 2023**. For books, the materials list should include title, author (if applicable), ISBN and price. Librarians can help find this information. For other resources, the title, price and a link to the resource should be included. Each application must contain the signature of the student group's faculty or university sponsor AND the relevant Kent Library subject librarian. A list of subject librarians can be found at <https://semo.libguides.com/policies/deptliaisons>. Librarians are happy to help your student groups identify and gather the information about resources as well.

Applications and the resource list should be sent to:

Kent Library Acquisitions Department
Kent Library, MS4600
kentacquisitions@semo.edu

Note: For pricing, retail vendors, such as Amazon, are good resources. Sometimes publishers or format results in Kent Library paying higher prices for purchase than retail. This is particularly true for electronic resources. If you have any questions about pricing, please contact Leah McAlister by email (lrnmcaster@semo.edu), or by phone (573-986-7308).

Kent Library's Collection Development and Management Committee will judge each application on the following criteria: 1) Strength of the grant proposal; 2) Evidence of need; 3) Consistency with department and university teaching and learning goals and objectives; and 4) Availability of resources.

The maximum dollar amount awarded per request will be \$1,500. Awardees will be notified through email by the end of January 2024.

As much as possible, materials will be ordered and ready for checkout by March 2024.

Should you have any questions please contact the Acquisitions Department via email: kentacquisitions@semo.edu.

**Southeast Missouri State University
Kent Library
Carrie Woodburn Johnson Endowment Fund Student Group Application
2023**

DEADLINE: 5 pm, Friday, December 8, 2023

Date:

Student Group:

Group's SEMO URL:

Requested Total Amount (max. \$1,500):

Contact Name:

Email:

Phone Number:

Signatures:

Faculty/Staff Sponsor

Kent Librarian

Please answer the following question:

1.) Reason for Request:

2.) How will these material aid in the purpose of your group?

3.) How will these materials improve the Kent Library collection?

4.) How were the materials identified?

Please include any other comments and/or information you think helpful.

Remember to include a title list of all items requested along with their cost, ISBN, form, and request total. Please be as specific as possible.