

**Student Group Award
Carrie Woodburn Johnson Endowment Fund
Kent Library
Southeast Missouri State University
2019**

Please use this form if you are a Southeast Missouri State University recognized student group (<https://selink.semo.edu/organizations>) and would like 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 the group's relevant subject area(s).

Requests must be for electronic, print or physical materials that can be purchased through a one-time only payment. Materials with recurring costs (such as: journals or other subscriptions) cannot be acquired using the Carrie Woodburn Johnson Endowment.

For consideration each application must contain the signature of the student group's faculty sponsor or relevant university employee AND of the relevant subject librarian. A list of subject librarians can be found at <https://library.semo.edu/about-us/forms-and-policies>. Kent Librarians are happy to help student groups cultivate a list of materials as well.

For full consideration, please submit a completed application and an acquisition title list, with individual pricing and ISBN, of all materials included in your request by **5:00pm, Friday, November 1, 2019** to:

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

For most pricing, retail vendors such as Amazon.com or Booksinprint.com are good resources, but please note that due to copyright and licensing the Library may be required to pay higher prices for purchase than retail. This is particularly true for electronic resources. If you have any questions about pricing please contact Randyn Heisserer-Miller.

Kent Library's Collection Development and Management Committee will judge each submission based on the following criteria:

- Evidence of need
- Consistency with department and university teaching and learning goals and objectives
- Availability of resources

The maximum dollar amount awarded per request will be \$1,500. A total number of two (2) awards will be given. Awardees will be notified through email by December 1, 2019.

As much as possible, materials will be received and cataloged by February 1, 2020.

Should you have any questions please contact Randyn Heisserer-Miller at extension 2073 or through email: rheisserermiller@gmail.com.

Southeast Missouri State University
Kent Library
Carrie Woodburn Johnson Endowment Fund
Student Group Application
2019

DEADLINE: 5 pm, Friday, November 1, 2019

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 questions (500 words or less per 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.