

**Southeast Missouri State University
Kent Library
Carrie Woodburn Johnson Endowment Fund**

Faculty and Staff Award Application

2020

Please use this form if you are a Southeast Missouri State University faculty or staff member 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 a particular subject, discipline, or program area.

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 full consideration, please submit a completed application and an acquisition title list, with individual pricing, of all materials included in your request by **5:00pm, Friday, March 13, 2020** to:

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

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

The maximum dollar amount awarded per request will be \$3,000. The total number of awards will be determined by funding and total number of successful submissions. Awardees will be notified through email by May 8, 2020.

Awarded materials will not be ordered until after July 1, 2020. As much as possible, materials will be received and cataloged by the beginning of the fall semester.

Should you have any questions please contact Randyn Heisserer-Miller at extension 2073 or through email.

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DEADLINE: 5 pm, Friday, March 13, 2020

Date: _____

Requestor: _____ **Requested Total:** _____

Email: _____ **Phone Number:** _____

Department/Program: _____

College/Division: _____

For academic departments:

For all others:

Department/Program Chair Signature

Supervisor

College Dean Signature

Requestor, please answer the following 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 and support teaching and learning?

4) How were the materials identified?

Remember to include a list of all items requested along with their actual cost and total. Please be as specific as possible.

Should you wish, please include any other comments and/or information you feel necessary.