

LIBRARY CONTINGENCY FUNDS REQUEST FORM

Contingency fund requests should be made only after the regular dep't. allocation has been obligated. Contingency funds cannot be used to purchase new subscriptions.

Please submit the following by January 22, 2008 to Lars Leader, Chair, Library Affairs Committee

Dept. _____ Originator _____ date _____

Dep't. Head signature _____ date _____

1. Statement of need and justification for items requested (no. of students involved, unusual demands on regular library allocation, new programs).

2. Courses the materials would be used with		
course no.	title	no. of times offered/yr.
1.	_____	_____
2.	_____	_____
3.	_____	_____

3. Has the regular allocation of library funds been obligated through the request process?

yes _____ no _____ if not, why not?

4. Was a request for these materials made to the committee in the previous year? yes ___ no ___

5. Attach bibliography of items requested, ranked in order of priority with #1 the most desired, source if known, item cost, and total cost.

Each citation on the bibliography should include the title, author, publisher, date, cost, and if available the ISBN. An example follows:

To make a nation: the rediscovery of American federalism by Beer, Samuel H., Harvard University Press, 1993, 0-674-89317-4, \$ 29.95.

If any part of this request form has not been completed the request will not be considered.