

## Swem Library Announces Grant Program

The Earl Gregg Swem Library is now accepting proposals for a new initiative: Swem Library Collection Grants.

Swem Library will award multiple grants, each up to \$3,000, to faculty members for the purpose of enhancing and diversifying the Swem Library collection. Areas of the collection that have been identified by the library through collection evaluation and discussions with departments as needing particular attention for new areas of study will have priority. Materials purchased will directly support William and Mary course curriculum and programs. Material may be for one course, a program, or a general subject area.

Work with your [library liaison](https://swem.wm.edu/liaisons) (<https://swem.wm.edu/liaisons>) to create a proposal that includes a list of the items that you would like the library to purchase. Include accurate pricing information along with a brief narrative explaining how your selections would support the curriculum, benefit students, address gaps and enhance the Swem Library collection. Consider all types of materials appropriate for the library collections, including books, scores, DVDs, Special Collections materials, etc.

Funds will be awarded based on the quality of the items, potential for wide campus interest, and the needs of the library collection.

The deadline to submit applications is November 15, 2013.

If you have questions please contact Don Welsh, Head of Research Services at Swem Library.

To discuss your submission with your library liaison please consult this list <https://swem.wm.edu/liaisons>

Winners will be announced in early December 2013.

# Swem Library Collection Grants Application Form

## Personal Information

Name:

Department:

Phone:

Email:

[Library Liaison \(https://swem.wm.edu/liaisons:](https://swem.wm.edu/liaisons)

## Proposal Information

Course, program, or research project for which materials are requested:

Dollar amount of request:

Proposal Narrative:

## Items to Purchase

Please list or attach list of items to purchase. Please include as much bibliographic information as possible.

# Swem Library

## Collection Grants Guidelines

1. The total dollar amount requested in this proposal should not exceed **\$3,000.00**.
  
2. The proposal will comprise four elements:
  - A completed contact form
  - A brief narrative that provides a rationale for your proposal
  - A list of the items you would like the Library to purchase.
  - Brief statement from library liaison regarding the collection need (discuss the strength of the current collection and refer to the 2012 Library Collection Analysis Report if needed) and certifying that the library does not already own items on the list.
  
3. The following questions may be useful in forming the rationale for your proposal:
  - What is the relationship between the materials you wish the Library to purchase and the program, course or research for which they are intended?
  - How essential are these materials to your achieving the goals of the program, course or research for which they are intended?
  - How will these materials strengthen the Swem Library's collection or address a recognized area of deficiency?
  - Materials primarily for a program or course: How many students will benefit from these materials? How frequently is this particular course taught?
  
4. Reminders:
  - This initiative is specifically for one time purchase. Swem is always interested in your suggestions for new database or journal subscriptions, licenses or other multi-year obligations. If you have those suggestions, please let your [library liaison](#) know and we will evaluate those requests separately.
  - Please work with your [library liaison](#) to ensure that the Swem Library does not already own the resources you are requesting.
  - Please provide an itemized list of requested resources, including prices, ISBN numbers (for books), and needed ordering information (videos, DVDs etc.)

Submit the application and list of materials to your [library liaison](#).