

# LIBRARY CONTINGENCY FUNDS REQUEST FORM

Contingency fund requests should be made only after the regular department allocation has been obligated. Contingency funds are for one-time purchases and cannot be used to fund subscriptions.

Please submit the following form by the announced deadline to the current Chair, Library Affairs Committee.

Department \_\_\_\_\_ Originator \_\_\_\_\_ Date \_\_\_\_\_

Department Head signature \_\_\_\_\_ Date \_\_\_\_\_

Has your department already spent its library funds for the year?  
Yes                      No - If no, please explain below:

Were Library Contingency Funds requested from the committee in the previous year?  
Yes                      No

3. Statement of need and justification for items requested.  
(Please include the number of students involved, unusual demands on regular library allocation, new classes, changing content of classes, new programs that materials would support).

4. Courses the materials would be used with (add courses as needed).

Course number	Course Title	Number of times offered each year
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

5. Attach bibliography of items requested, ranked in order of priority with #1 the most desired. An [Excel form](#) is available for your use.

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

	Title	Author	Publisher	Date	ISBN	Price	Format
1.	To make a nation: the rediscovery of American Federalism	Beer, Samuel H.	Harvard	1993	0-674-89317-4	\$ 29.95	Book
2.	The Language Instinct: How the mind creates language.	Pinker, Steven,	William Morrow	1994	0-688-12141-1	\$ 19.95	Book