Library Acquisitions Grant Program

This program is designed to provide University resources to fund library acquisitions in support of the research and scholarly endeavors at the University of Notre Dame. This program is not meant to replace the normal means of enhancing the library’s collections, but to provide a means of responding to unique opportunities or challenges. Collection materials requested may be in print, digital, electronic or other formats. It is expected that requests will normally be in the range between $25,000 and $150,000. Cost share with other units is desirable.

PROGRAM PRIORITIES

The Library Acquisitions Grants Program is intended to augment library acquisitions primarily for research, not teaching. Successful proposals will acquire materials that should enhance research:

- in key areas of scholarship by acquisition of unique materials,
- by providing new primary sources that were previously unavailable and augment current research capabilities, and/or
- in areas that are currently deficient relative to the needs of a major research university.

ELIGIBLE APPLICANTS

- Notre Dame faculty members (including teaching and research faculty, research faculty, library faculty and special professional faculty) who have not received an award for library acquisitions under the Library Acquisitions Grants Program in the past five years may submit a proposal.
- Centers and Institutes not reporting through a College or School may submit one proposal with the Director as lead PI.

GRANT PERIOD

Funds will be available in April 2016 and must be expended by December 31, 2016. Funds not expended by that date will be withdrawn unless an extension is requested and sufficient program progress is noted.
ACCEPTANCE CONDITIONS

All materials purchased under this program remain the property of the University of Notre Dame in accordance with current University policies.

PROPOSAL SUBMISSION

- The deadline for submission of all Library Acquisitions Grant Program proposals is Monday, February 1, 2016 by 5:00 p.m. via email (intprogs@nd.edu).
- The submission should be a single PDF document with naming convention of “principal investigator_LA_proposal_2016.pdf”.
- Proposals that do not comply with format and content guidelines may be rejected without review.

PROPOSAL FORMAT

Write your proposal in clear, non-technical language for a general audience. The review panel will contain a broad representation from across the University.

Each proposal must include the following items in the order listed:

1. Cover page with following information: Name of Lead Principal Investigator and Co-PIs, Department/Center/Institute affiliation, Phone, Email, Proposal Title, and designation as a Library Acquisitions Grant Application.

2. Description of the proposed project (four page maximum, single space, Arial 11 point font).

   Acquisition Description: The specific kinds of materials to be acquired (e.g. books, letters or other manuscripts, electronic databases, retrospective journal purchases, etc.) should be identified. If the proposal is for an existing collection that has come on the market, a listing of the kinds of materials in the collection should be provided. Materials requested may be in handwritten, typed, in print, digital, electronic, or other formats.

   Justification: Proposals for library collections must demonstrate that there is a weakness in the library’s current holdings in the field or that important new materials would significantly enhance existing collections. This may be done through a comparison of
Notre Dame’s collections with peer institutions through the OCLC Collection Analysis or other means of assessment. The library can assist in conducting the collection analysis. For acquisitions in fields where the library holdings are already relatively strong, the applicants must demonstrate that the new material to be acquired constitutes an addition of major new primary resources that will significantly augment research capabilities for Notre Dame faculty and draw outside scholars to Notre Dame’s collections.

Oversight: Applicants must provide a letter of support from library staff stating that the library has assisted in the preparation of the proposal and has the resources and staff available for processing the acquisition and cataloguing the materials.

Budget: Please provide a budget and timeline for expenditure of funds. Provide information regarding additional sources of funding (cost share) or sources where funds have previously been sought to fund the acquisition including name of potential funder, dates, and outcome of the efforts. If the request is for books that are no longer in print and must be purchased through used book dealers as they become available, provide a plan for working with book dealers and library staff in order to ensure that Notre Dame is able to buy the books as soon as they come on the market.

3. Collection list of requested items (a complete list or a representative list if very large or not completely determined). Items should be numbered sequentially. There is no page limit for this information but list should be formatted with single space and Arial 11 point font.

4. Endorsement

Proposals must be endorsed in writing (email or formal letter) by the relevant department chair(s) and the relevant library faculty member (e.g., subject librarian or Associate University Librarian for Academic Services and Collections).

5. Current Curriculum Vitae (two pages maximum) for each faculty member listed on the cover sheet as a co-investigator.

For questions regarding this program please contact Heather H. Boyd (hboyd@nd.edu), Richard Taylor (taylor.61@nd.edu), or Hildegund Muller (hildegund.g.muller.17@nd.edu).