

One-Time Fund Purchases Training Summary

February 1, 2007

Definitions

One-time purchase requests: refer to requests dealing with purchasing the content of resources with one lump sum. Some one-time purchase requests also come with yearly costs. For example, JSTOR requests involve the purchase of archival content (one-time costs) as well as annual costs for the addition of on-going content (moving wall).

New subscription requests: refer to requests for resources that require on-going yearly costs. For example, this category can include individual journal titles, databases and standing orders for monographs.

Suggestions for submitting requests

- ✓ Put forth any idea: wild, traditional, innovative. BAC funds different types of proposals.
- ✓ Collaborate with your BAC rep and others in your related discipline to create strong proposals that serve the needs of CU.
- ✓ All proposals require a justification as to why it should be funded. Even cheap journal subscriptions.
- ✓ Strong proposals include some of the following:
 - multiple bibliographer support,
 - contribution from MO funds in the case of one-time purchases,
 - faculty and/or student requests/interest/support,
 - identification as a key or core resources,
 - identification as a unique resource., and/or
 - clear specifics on how the resource supports faculty and/or student work at CU, for example resources supporting a new doctoral program.
- ✓ Submit proposals on time. Late proposals will not be accepted.
- ✓ Cancelled journal subscriptions can be reinstated however consider the on-going costs.