COURSE OUTLINE

Funding Sources for Libraries
Course Title

LS220
Dept. & Number

I. DESCRIPTION: This course introduces students to different types of funding for libraries and information centers, including museums and archives. Students will gain knowledge of research funding opportunities, programs, proposals and projects.

II. SEMESTER CREDITS: 1

III. CONTACT HOURS PER WEEK:

1	0	1
Lecture	Lab	Total

IV. PREREQUISITE: EN112, LS205, and CS100

Upon completion of this course, the student will be able to, with 65% accuracy:

V. STUDENT LEARNING OUTCOMES	VI. COURSE CONTENT:
	A. Establish priorities for fundraising
1. Describe possible reasons for fundraising	1. Technology needs
	2. Building
	3. Equipment
	4. Library resources
2. Identify possible fundraising sources	B. Sources of funding for libraries
	1. Local fundraising opportunities
	2. Approach businesses
	3. Stalls
	4. Donations (books or cash)
3. Describe possible local fundraising activities.	C. Plan a community fundraiser
	1. Establish fundraising aim
	2. Decide type/date/duration
	3. Develop a promotional poster
4. Distinguish between different funding sources and determine specific eligibility requirements of different fundraising applications	D. Sources of grants for libraries
	1. Government grants
	2. Private foundations
	3. Corporations
	4. Continuing education grants
	5. Other sources of funding
5. Design a simple fundraising project based on a needs assessment	E. Design a Fundraising Project
	1. Needs assessment
	2. Project design
	3. Goals, objectives, and action steps
	4. Accountability
	5. Collaboration & partnership organizations
6. Prepare a proposal for the funding project.	F. Proposal preparation
	1. Eligibility
	2. Deadlines
	3. Guidelines & requirements
	4. Letters of inquiry

7. Create a plan and timeline for preparing the fundraising proposal.

G. Planning
   1. Organization
   2. Documentation
   3. Timeline

8. Submit the fundraising proposal

H. Submitting a proposal
   1. Signatures
   2. Certifications
   3. Attachments
   4. Checklist

VII. MATERIALS AND EQUIPMENT
   A. Routine classroom materials
   B. Data projector

VIII. REQUIRED TEXT

Instructor made course material

IX. METHOD OF INSTRUCTION
   A. Lecture
   B. In-class discussion/exercises
   C. Group or individual projects

X. METHOD OF EVALUATION:

The following criteria will be used to determine the final grade:

Class participation	10%
Assignments	20%
Quizzes/tests	10%
Midterm	15%
Final exam	15%
Projects and Presentations	30%

Transmutation of percentage to letter grade is as follows:

90 – 100%	A
80 – 89%	B
70 – 79%	C
65 – 69%	D
0 – 64%	F

During the course experience, the ***course learning outcomes*** (CLOs) will be assessed through the use of signature assignments. A rating scale will be used to determine the students' proficiency level of each CLO using specifically aligned assignments. The numerical ratings of 4, 3, 2 and 1 are not intended to represent the traditional school grading system of A, B, C, D and F. The descriptions associated with each of the numbers focus on the level of student performance for each of the course learning outcomes listed below.

Rating Scale: 4   Outstanding
                              3   Proficient
                              2   Developing
                              1   Emerging

CLO 1: Students will be able to develop and complete a funding proposal including the creation of a plan and timeline.

4	Develops a funding proposal including the creation of a plan and timeline without assistance.
3	Develops a funding proposal including the creation of a plan and timeline with minimal assistance
2	Develops a funding proposal including the creation of a plan and timeline with significant assistance.
1	Unable to develop a funding proposal including the creation of a plan and timeline even with assistance.

CLO 2: Students will be able to utilize critical thinking skills to recognize key areas requiring funding and identify possible funding sources.

4	Utilizes critical thinking skills without assistance to recognize key areas requiring funding and identify possible funding sources
3	Utilizes critical thinking skills with minimal assistance to recognize key areas requiring funding and identify possible funding sources
2	Utilizes critical thinking skills with significant assistance to recognize key areas requiring funding and identify possible funding sources
1	Unable to utilize critical thinking skills to recognize key areas requiring funding and identify possible funding sources even with assistance.

CLO 3: Students will be able to utilize the appropriate technology (i.e. databases, online searches, etc.) to identify funding opportunities.

4	Utilizes the appropriate technology to identify funding opportunities without assistance.
3	Utilizes the appropriate technology identify funding opportunities with minimal assistance to.
2	Utilizes the appropriate technology to identify funding opportunities with significant assistance.
1	Unable to utilize the appropriate technology to identify funding opportunities even with assistance.