

Allocation Plan for Library Funds  
Department of Sociology and Anthropology

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1. The allocation amount given to the Sociology and Anthropology Department by the library will be divided by the number of full time faculty (ranked at Instructor or higher, including members on sabbatical) presently on staff, and one equal allocation provided for the Center for Archaeological Research (CAR).
2. Allocations will be administered sometime in August after the library has issued the allocated amount and classes have begun, via a department e-mail.
3. Expenditures will be tallied on or shortly after the last working day (Monday – Friday) of January.
4. A second allocation, divided by the number of faculty described in item #1, and one allocation for CAR, will be administered early in February, via a department e-mail.
5. Expenditures for the second allocation will be tallied on or shortly after the last working day in February.

6. Remaining monies will be spent on a first come, first serve basis, one item per person, and in the order that people placed orders. If all members do not place orders, then the first item that each faculty has submitted will be ordered in the order they were submitted until all monies are spent. To ensure equal access, the date that items are submitted for order during the last allocation will be marked on the orders as they are submitted.
7. Faculty may give portions or all of their allocations to others if they choose to do so. Each faculty will have to let the department administrative clerk (i.e. Christy) aware of such transfers.
8. Blackwell cards provided by Myer Library will be circulated as usual via faculty mailboxes for review by faculty.
9. Orders should be submitted to the department administrative clerk (i.e. Christy), using the order forms contained in the department copy room, or by providing her all pertinent information for the order (title, author, publisher, year of publication, price, ISBN #).
10. Ordered and unordered forms will be kept in the storage box on the table in the mailroom.
11. All orders must be processed (ordered) by April 1<sup>st</sup> per Myer Library instructions.
12. Other scenarios will be addressed by the Library Committee as they arise.