Hospital Library Awards: Demonstrating the Value of the Hospital Library
Request for Proposal

Who can apply: Hospital members of the National Network of Libraries of Medicine MidContinental Region who have 1 FTE. Full Network members will be given preference.

Funding available: $5,000 maximum per project

Proposal due: July 30, 2004 (5pm MDT)
Project time period: Maximum of 18 months
September 1, 2004 - April 30, 2006

Description:
To advance the mission of the NN/LM and of the MidContinental Region (MCR), the MidContinental Regional Medical Library (MCRML) is offering funds for projects that will contribute to the objectives of the MCR as described in the proposal for NN/LM services available for review on the MCR homepage at http://nnlm.gov/mcr/. In addition, the RML has the specific objective of enhancing health sciences librarians’ skills in proposal preparation, submission and project administration.

For small institutions and for hospital libraries in particular, grants provide opportunities for funding that may be beyond the capabilities of local budgets. Equally important, pursuing grants is an excellent survival strategy. Bringing in outside funding increases the perceived value of librarians to their institution. Hospital librarians can make a difference in patient care, recruitment and retention of health professionals, and the financial status of the institution. This award is meant to provide support for projects that hospital librarians can use to demonstrate their value to their institution.

Proposals are being accepted for projects:
- that use assessment and evaluation as a way to show value
- that use technology as a way to improve service and increase visibility

Examples of projects that are eligible for funding:
- Formally assess the health information needs of hospital staff
- Evaluate library service(s)
- Add new technology to improve library service
  Examples: Digital document delivery (Ariel)
  Library website on the hospital’s website or intranet
  Library’s collection on an OPAC
- Initiate licensing of published digital information into the collection

Funds can be used for the following (these are examples only and are not meant to be all-inclusive):
- Training that directly relates to carrying out the project
- Personnel
• Equipment
• Travel necessary for the project
• Developing, producing and distributing materials

Funds cannot be used for furniture or food.

**Review of Proposals**
Reviewers will score proposals based on the following criteria. The maximum number of points for each element has been provided.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
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<tbody>
<tr>
<td>Target Population</td>
<td>4 points</td>
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<tr>
<td>Is the target population appropriate for the project?</td>
<td></td>
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<tr>
<td>Goals/Objectives/Methodology</td>
<td>20 points</td>
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<tr>
<td>Are the Goals and Objectives clearly stated?</td>
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<tr>
<td>Is the Methodology appropriate?</td>
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<td>What activities will be continued after the project?</td>
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<tr>
<td>Outcomes</td>
<td>14 points</td>
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<tr>
<td>Will the outcomes indicate success of the project?</td>
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<td>How will the outcomes be used to inform stake holders and hospital administration?</td>
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<tr>
<td>Project Personnel</td>
<td>8 points</td>
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<tr>
<td>Are project personnel qualified to accomplish the project?</td>
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<td>Has enough FTE been designated to complete the project as described?</td>
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<tr>
<td>Budget</td>
<td>4 points</td>
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<tr>
<td>Is the requested budget within the $5,000 limit?</td>
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<tr>
<td>Are the funds being used appropriately?</td>
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The maximum number of points that a proposal can receive is 50 points.

**DEADLINE FOR SUBMISSION OF PROPOSALS**

July 30, 2004, 5pm MDT.

**CONTACT**
For membership information or for additional information on the RFP, please call your state liaison at **800-338-7657**.

Please send one original and one electronic (Word) copy of your proposal to:
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