**Department of English**

**Crow Room Purchase Form**

The Charles Crow Room endowed fund in the Department of English exists in order to “purchase books, equipment, and audio-visual materials” for our faculty and graduate students. Historically, these funds were used to purchase faculty publications and reference books to be housed in the Crow Room in Cathedral of Learning 526. Responding to current needs of faculty, we now encourage requests for purchases of materials that contribute to the mission of the department. These materials can remain in possession of the colleague who requests them or can be given to the Crow Room after use, where they can then be consulted on-site or checked or loaned out for extended periods of time.

Priority will be given to requests from Appointment Stream faculty for purchases related to course development, research that enhances pedagogical practices or student learning experiences, or resources or subscriptions that can benefit colleagues in their pedagogy into the future. To request a purchase, please fill out the form below:

**Material:**

**Publisher/creator/vendor:**

**Cost:**

**Purpose (2-3 sentences):**

Please return this form to the Chair’s office. Thank you.