

MTSU Sustainable Campus Fee Funding Request Form

The Sustainable Campus Fee (SCF) supports projects that advance sustainability at MTSU. This form allows students, faculty, and staff to propose initiatives that contribute to a greener campus through energy efficiency upgrades, infrastructure improvements, education, research, and efforts to enhance campus biodiversity.

There are 5 sections to the application: Section I: Contact Information, Section II: Project Category, Section III: Project Description, Section IV: Project Cost, and Section V: Project Performance Information (For applicable projects).

The Sustainable Campus Fee is administered through a partnership with the Office of Student Affairs, the Center for Student Involvement & Leadership, and the Center for Energy and Sustainability (CES).

Date Tuesday, September 29, 2026

Request Number **SCFR27000083**

1. Name Wendy Jones

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Phone Number (615) 904-8548

SECTION II: Project Category

Please note that all proposed projects will have to comply with MTSU campus guidelines and recommendations.

1. Select the category that best describes the project. (Select One - See Descriptions Below)

Waste Reduction

CATEGORY DESCRIPTIONS

Energy Conservation/Efficiency - (e.g. installing LED light bulbs, adding insulation to walls, replacing old appliances with energy-efficient models, installing programmable lighting, etc.)

Renewable Energy - (e.g. implementing projects to harness naturally replenishing sources like wind, water, and sunlight to generate electricity - like solar-powered picnic tables, etc.)

Sustainable Transportation - (e.g. installing covered bike racks, replacing fuel vehicles with electric vehicles, etc.)

Alternative Fuels - (e.g. setting up electric vehicle charging stations, implementing hybrid or electric vehicles, purchasing electric or propane power equipment, etc.)

Recycling - (e.g. purchasing recycling bins, improving signage, recycling difficult materials, etc.)

Waste Reduction - (e.g. establishing a reuseable to-go container program, reducing food waste, installing waterbottle filling stations, etc.)

Water Conservation - (e.g. purchasing rain barrels, creating a rain garden, switching to low-flow water fixtures, installing low-flow water valves, etc.)

Biodiversity - (e.g. planting pollinator garden, tree planting, installing bird boxes, etc.)

Education - (e.g. hosting a sustainability fair to raise awareness about green practices, hosting bike repair and/or safety workshops)

Research and Innovation - (e.g. researching the effects of microplastics, solar feasibility study, etc.)

SECTION III: Project Description

Please include as much detail as possible in this section. The more information you provide, the better equipped the adjudication committee will be to fully understand your request and make an informed decision.

To expand a text box, click and drag the two diagonal lines in the bottom-right corner. This allows you to adjust the size and view of your content as you type.

1. Project Title

Library of Things Expansion

2. Scope: Work to be accomplished

The Library of Things, opened at the James E. Walker Library in August 2025 with funding from the Sustainable Campus Fee and other gifts. It is a popular collection of practical and fun items that anyone on campus can use and is intended to support the everyday needs of the campus community. By lending these items through the library, we are reducing the footprint of excessive consumption and accumulation of objects while expanding access to everyday items.

We are seeking funding to expand the Library of Things collection, to purchase display furniture for campus events, and to replace consumable items such as thread and glue sticks.

We plan to participate in multiple campus events in Spring 2027 and Fall 2027. These events will involve us tabling at different locations on campus to raise awareness of the Library of Things, to showcase items in the collection, and to loan items from the collection in real time.

3. Scope: Benefit Statement

Items are intentionally curated to address the varying needs of the campus community. These items are available for checkout all the hours the library is open and can be checked out to anyone with borrowing privileges through Walker Library, including community members. In the year since the Library of Things collection debuted on August 25, 2025, users have borrowed or renewed items from the collection 235 times.

One of the key goals of the program is to expand access to finite resources and tools in a sustainable, systematic way. As a result of the Library of Things collection, the campus community has access to resources and tools they can use in their everyday lives, eliminating the need to purchase individual items and significantly reducing waste.

Another goal is to encourage students to socialize with each other both on and off campus. By including items such as tabletop games, party kits, and DVD players, we hope to give students opportunities to host their own events and engage with one another in a social setting.

4. Location of Project

The Library of Things is in the MTSU James E. Walker Library. It is housed in the Circulation area of the library, where items may be borrowed via the Circulation Desk.

5. Participants and Roles

The ongoing maintenance of the Library of Things is headed by Wendy Jones, Access Services Coordinator. Student Assistants will be involved with ongoing collection inventory projects and tabling events.

6. Student Participation in the project and/or Student Benefit from the project

Student feedback was solicited and incorporated into the requested purchases for the Library of Things collection. We also have a form to receive feedback and recommendations. For example, multiple students asked for easier access to the library’s DVD collection, which is currently stored in closed cabinets in our work area. As a result of this feedback, our proposal includes DVD/Blu-ray players for checkout and a display stand that will allow users to browse many of the library’s DVDs. Although the DVDs were not acquired or envisioned as part of the Library of Things, making them more visible to library users should increase the likelihood that users see and borrow these under-utilized items.

Student Assistants will be involved in collection maintenance and campus outreach.

7. Future Operating and/or Maintenance Requirements

Maintenance is ongoing and easily managed by library employees as part of their established workflows and procedures for the Library of Things collection. Because the Library of Things is funded solely by grants and gifts, we anticipate submitting future requests to the Sustainable Campus Fee program to replace consumable items (e.g., batteries, glue sticks) and to add new items to the collection. We are also actively seeking donations in kind and other funding sources. Before library users borrow an item from the Library of Things, they must sign an agreement that acknowledges they will be assessed a replacement fee (replacement fees are listed in the publicly available replacement cost list).

8. Additional Comments or Information Pertinent to the Proposed Project

Any supporting documents or attachments will be on the pages following the SCF Request.

Note, all projects are expected to be completed by December 31, 2026.

SECTION IV: Project Costs

1. Project Cost Estimate 3665.00

2. Source of Estimate

The estimate for this project cost was created using online vendors and includes the following categories:

New items to be added to the Library of Things and any associated extra supplies such as thread or batteries (Projected price: \$1732.04).

Display furniture to make Library of Things collection items browsable for users (Projected price: \$1928.99)

3. Has previous funding from this source been awarded? Yes

If Yes, please explain how this request differs from previous funding request. The funds from this request will allow us to expand the Library of Things collection, purchase supplies to restock consumables, and purchase display items to showcase our collection.

SECTION V: Project Performance Information

If your project is expected to reduce energy consumption (e.g. through lighting upgrades or HVAC improvements etc.), please provide an estimate of potential savings. Feel free to contact the Center for Energy and Sustainability for help making these calculations at ces@mtsu.edu.

1. Estimated Annual Energy Savings (Estimated in kW, kWh, Btu, etc.)

2. Annual Energy COST Savings (\$)

3. Annual Operating Cost Savings or Other Cost Savings. Specify in dollar amount, if applicable. (\$)

4. Matching or Supplementary Funding (Identify and explain, if applicable)

Acknowledgment

I acknowledge that a project summary and photo must be submitted, if I am awarded funding and upon completion of the project.

Supporting Documentation or Attachments if provided.

Library
Sustainable Campus Fee Program Application
September 2026

Description	Vendor	Estimated Cost
New games for collection	Amazon or Walmart	\$493.45
New hobbies and craft items for collection	Amazon or Walmart	\$625.59
New home and garden items for collection	Amazon or Walmart	\$525.00
New tool items for collection	Amazon or Walmart	\$88.00
Display stand for DVD collection	Demco	\$1,809.00
Pegboard to display hangtags for collection items.	Amazon	\$119.99
Total Request		\$3,661.03

Please see the following pages for further details

Library of Things - Walker Library
Sustainable Campus Fee Program Application
September 2026

Games	Quantity	Unit Price	Subtotal
Hues and Clues	1	\$25.00	\$25.00
Pickleball Set	1	\$27.00	\$27.00
Bocce Ball Set	1	\$39.00	\$39.00
Portable Cornhole Set	1	\$26.00	\$26.00
Exploding Kittens Party Game	1	\$21.00	\$21.00
Uno	2	\$7.00	\$14.00
Playing Cards	2	\$8.50	\$17.00
Carrying bag for Roll Up Chess Sets	5	\$13.00	\$65.00
Chessex mat	2	\$45.00	\$90.00
Markers for Chessex mat	2	\$9.00	\$18.00
Dungeons and Dragons Intro Set	1	\$30.00	\$30.00
Castle Panic	1	\$23.00	\$23.00
Worm Span	1	\$59.99	\$59.99
Mancala	1	\$18.57	\$18.57
Extra Pickleballs	1	\$19.89	\$19.89
Hobbies & Crafts			
Brother Sewing Machine (most borrowed items in collecti	3	\$108.00	\$324.00
Sewing Machine Carrying Case	3	\$16.85	\$50.55
Knitting Needle Storage Bags for existing sets	4	\$17.99	\$71.96
Replacement thread for sewing kits and machines	1	\$20.00	\$20.00
Replacement glue sticks for existing glue guns	1	\$13.00	\$13.00
Extra knitting needles for existing sets	3	\$11.25	\$33.75
Double point knitting needles for existing sets	3	\$16.99	\$50.97
Knitting Looms	2	\$30.68	\$61.36
Home & Garden			
Display easel	1	\$18.00	\$18.00
Mini Blu-Ray/DVD player	2	\$95.00	\$18.00
DVD player carrying case	2	\$25.00	\$18.00
Party Kit-			
Laser Show Projector	1	\$40.00	\$40.00
Karaoke Machine	1	\$50.00	\$50.00
Carrying bag	1	\$35.00	\$35.00
Handheld Vacuum	2	\$124.00	\$124.00
Cases for vacuums	2	\$42.00	\$42.00
10' x 10' Outdoor Pop-up Canopy	2	\$180.00	\$180.00
Tools & Equipment			
Laser Level with Tripod	2	\$68.00	\$68.00
Bike Repair Kit	1	\$20.00	\$20.00
Item Total			\$1,732.04
Collection Support and Display (not loanable items)			
Display stand for DVD collection	1	\$1,809.00	\$1,809.00
Mobile Pegboard to display hangtags for collection items	1	\$119.99	\$119.99
Supply Total			\$1,928.99
Project Total			\$3,661.03



Pegboard displays a hangtag with a photo for each item in the collection. Users present the hangtag at the checkout desk, and staff retrieve the actual item from the closed storage area.



A DVD display unit will increase visibility of the library's DVD collection, which is shelved in media cabinets behind the library circulation desk.