**Library Resource Requirements and Consultation Form**

**(to be submitted with SCAAF New Academic Program Proposal Motion Form)**

***(Please complete the sections highlighted in blue in the footer of this document)***

Completing the Library Resource Requirements and Consultation Form is a critical step in ensuring that the Library can support the program through its resources, teaching, and services. The Library is committed to identifying existing and needed resources that support students in their educational journeys at UNBC.

This form must be submitted to the Library **21 days (3 weeks)** prior to SCAAF New Program Approval deadline.

**NEW ACADEMIC PROGRAM PROPOSAL *(to be completed by Faculty Member/Chair/Dean)***

**Name of proposed Program or degree:**

**Anticipated start date of program:**

**Anticipated enrolment:**

**Are the SCAAF Program forms attached:** \_\_\_\_YES \_\_\_\_\_ NO

**Please provide keywords associated with the discipline**:

**Library Resource Requirements** ***(to be completed by Librarians)***

Please describe the impact of the following Library service(s) or resource(s):

1. **Collections:**
2. Required and/or recommended readings and course reserves.
3. Depth of the collection in relevant areas.

* Monographs: LCSH
* Electronic resources *(Will the addition of this program impact the electronic resources required and licenses, ex. impact on simultaneous users, contract considerations:*
* Available Databases:
* Available online journals available by subject:
* Are there discipline or subject specific resources (databases, software) required for pedagogical and/or accreditation purposes? Yes \_\_\_ No\_\_
  + If yes, provide name of resource(s) required and total cost:

1. **Human Resources:**
2. Instruction *(i.e. research guide development, online tutorials, embedded instruction, tours, etc)*:
3. The level of expertise required to support the program *(please provide rationale)*:

\_\_\_ Generalist

\_\_\_\_ Subject Specialist *(i.e. specific skills and/or knowledge are required to*

*support the program)*

1. Reference assistance *(i.e. individual or group support, ongoing support)*

**3. Physical space *(i.e. sufficient collaborative study space, individual study areas in the library, etc)*:**

**4. Collaboration with other libraries or institutions *(i.e. regional programs, distributed programs, libraries in the community, etc)*:**

**5. Other (i.e. special equipment and/or software):**

**Library’s recommendation *(check one option)*:**

\_\_\_ Proposal has an impact on the Library and can be supported within the Library’s current budget.

\_\_\_ Proposal cannot be supported without additional budgetary resources; see details above or appended.

\_\_\_ Proposal has no impact on the Library.

**University Librarian (or designate) signature Date**