

**Library Resources Evaluation Form for New Majors/Minors/Emphases/Graduate Programs**

The evaluation of resources available from the Collins Library (and consortia partners) to support a proposed new emphasis, minor, major, or graduate program is an essential component of the review process. Once the scope of the proposed program has been defined, the faculty member making the proposal should provide a written program description to the Library Director, and schedule a meeting to discuss the program's library-based needs. The library representative will then prepare a written assessment of its ability to meet those needs. In the event that the library's holdings are insufficient to support the proposed program, the evaluation will include a budget for additional support.

**Please allow 3 weeks for this evaluation to occur.** For this reason, it is required that the library evaluation be taken into account when developing the departmental review process timeline. If the evaluation shows the need for additional expenditures, further discussion by the library representative with the appropriate administrators will be necessary before the proposal is submitted for final review. **This form must be included with the proposal that is submitted to the Provost's Office.**

New Program Title:

Department Submitting Proposal:

Contact Person/Phone:

Date of meeting with Library colleagues:

Signature of Faculty:

Date:

Signature of Library Director:

Date:

**This section to be filled out by the Library:**

Existing library resources are sufficient to meet program needs as outlined in the proposal. Please provide a brief summary of resources.

Existing library resources are not sufficient to meet program needs as outlined in the proposal. Please provide a brief summary of new resources needed and financial implications.