Library Consultation Form

Vancouver campus

For new courses or programs, or substantial changes to existing ones, consultation with the Library is essential in the early planning stages and, ideally, four weeks should be given to complete this consultation form.

Please complete the top portion of the form and send it to the Librarian Consultant electronically. The name of your Librarian Consultant may be found at: directory.library.ubc.ca/librarianconsultants

**To:**

|  |  |
| --- | --- |
| Librarian Consultant Name: | Date: |
| Library Branch: | Email: |

**From:**

|  |  |
| --- | --- |
| Name: | Date: |
| Faculty: | Department: |
| Email: |

**Curriculum Proposal Information:**

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**Indicate the effect in terms of library support (provide additional pages if necessary):**

Note: This section to be completed by the Library.

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| **Library Service or Resource** | **Description of Effect (cost, etc.)** |
| Instruction (ex., classes with a librarian, tours, online resource guides, online tutorials, etc.) |  |
| Reference assistance (ex. ongoing one-on-one help) |  |
| Collections – required and recommended readings, course reserves |  |
| Collections – depth of the collection in relevant areas |  |
| Collections – electronic resources required and licenses (ex. impact on simultaneous users, contract considerations) |  |
| Collaboration with other libraries, UBC or otherwise, if interdisciplinary program (consult with the other branches/libraries affected and include their comments with yours) |  |
| Physical facilities (ex. sufficient room for group work; in-library work, etc.) |  |
| Other (specify) |  |

Proposal has an impact on the Library and can be supported.

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

Proposal has no impact on the Library.

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| Librarian Consultant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |