**Library Requirements for New Programs and Major Revisions**

This form is to be completed by the librarian assigned liaison responsibilities for the sponsoring college/department. Contact the [appropriate librarian](https://library.usask.ca/people/lists/faculty.php) for assistance. Attach the completed form to the program proposal prior to submission to the Academic Programs Committee. Additional comments may also be attached if required.

1. Proposal Identification
   1. Full name of program:
   2. Short form (degree abbreviation):
   3. Sponsoring college/department:
   4. Degree level: Undergraduate  Graduate:
2. Current library collections, services, and spaces to support this program
   1. Current library collections

[Highlight key relevant collections e.g. core books, journals, and serials; important electronic resources/databases, special collections, digital resources, I-Portal]

* 1. Current library services

[Discuss relevant liaison support, academic skills support, specialized research support]

* 1. Current library spaces

[Discuss study, collaborative, research, instructional spaces that may support program goals]

1. Required revisions or additions to collections, services, or spaces to support this program
   1. Required changes for library collections

[Surface issues such as new subject areas of acquisition that are needed, new electronic resources/databases required, access required to resources held elsewhere and identify any additional costs. Provide an estimated annual cost for library collections if additional resources are required.]

* 1. Required changes for library services

[Highlight potential service challenges such as any required distance education service needs, additional academic skills supports required, training requirements to build expertise among library employees. Provide an estimated annual cost for library services if additional resources are required. Rarely additional staffing may be necessary to support new programs. When required, cost estimates should include salary and benefits costs.]

* 1. Required changes for library spaces

[Highlight any potential challenges around library space such as new/additional library technology requirements, new/additional library space requirements. Provide an estimated cost for library spaces if additional resources are required.]

1. Summary assessment of library capacity and requirements to support the new program

[If appropriate, include the estimated budget required for library collections, services, or spaces to support this program annually.]

Date:

Liaison Librarian:

Dean, University Library:

Faculty member for the sponsoring college/dept: