JOINT REVIEW FOR LIBRARY/LEARNING RESOURCES
BY CLASSROOM AND LIBRARY FACULTY
FOR NEW COURSES AND PROGRAMS

The curriculum approval process should include a joint review by classroom and library faculty of requirements for library/learning resource materials for the new course or new program and completion of the attached Joint Course/Program Review Worksheet and the Sign Off for New Courses or the Sign Off for New Programs. This joint review should be initiated by classroom faculty is the first step in developing the plan to provide adequate library/learning resources to support course and program objectives for the curriculum being developed. It also provides an opportunity to discuss library/learning resource services that the classroom faculty will be needing for the new course or new program.

The review should occur in sufficient time for ordering, cataloging and processing of library materials needed for the proposed course or program. The amount of time required for this will vary depending upon the availability of funds and local practices. If estimated costs for required materials cannot be covered by the library or instructional area budget, other sources of funding should be indicated: e.g. college block grant; other college or district funding; local industry; federal, state, or non-profit grants; written agreement with other libraries or information sources; gifts; other.

The review should include a determination as to whether materials are available or accessible: (1) at the college library; (2) within the district; (3) at an off-site location, with accompanying formal agreement; or (4) delivered electronically at reasonable cost. There should also be a determination of what hours the materials will be available, whether the quantity will be sufficient for students within the needed time frame, and the estimated total cost for acquiring materials. For the review of a new course, this information should be included on the Worksheet and in the Plan on the Sign-off sheet. For the review of a new program, or of a course that requires substantial funds for new materials, a Library/Learning Resources Plan outlining this availability and access to these materials should be developed and attached. In developing the Plan for a new program additional factors that need to be considered include:

X   Faculty who will be teaching courses in the program should be involved in the review.
X   Expenditures for materials may be large and there is a risk that the entire acquisitions budget may be needed for the new program, to the detriment of other programs and courses. The budget for library materials for new programs should be worked out in advance, and resources outside the regular budget may need to be identified.
X   The curriculum originator and the librarian will need to allow adequate time for purchase of new materials.

For new courses, the completed Worksheet and the Sign-off sheet should be forwarded to the Chief Librarian for his/her action on the New Course Application and then to the Curriculum Committee following local practice. For new programs, the completed Worksheet, Sign-off sheet, and the Library/Learning Resources Plan should be forwarded to the Chief Librarian for his/her action on the New Program Application and then to the Curriculum Committee following local practice.

The following pages contain: the Joint Review of Courses for Library/Learning Resources Sign Off; the Joint Review of Programs for Library/Learning Resources Sign Off; and the Joint Review Worksheet for Courses/Programs for Library/Learning Resources.

JOINT REVIEW OF COURSES
FOR LIBRARY/LEARNING RESOURCES

SIGN OFF FOR NEW COURSES

Course Title and Number_____

Department/Program_____ Phone/Ext_____

Based on a review of the needs for library/learning resources for this new course, it is the judgement of the faculty course originator and the librarian that:

☐ The Library/Learning Resources Program currently has adequate materials to support this course.

☐ The Library/Learning Resources Program currently does not have adequate materials to support this course. Additional needed items have been identified and will be purchased prior to the first offering of the course following the plan indicated below.

PLAN: (Please attach additional sheets if necessary.)

Librarian (sign)_____ Date_____

Curriculum Originator (sign)_____ Date_____

PLEASE FORWARD THESE COMPLETED FORMS TO THE LIBRARIAN/LEARNING RESOURCES DIRECTOR FOR HIS/HER ACTION.

Chief Librarian/Learning Resources Director (sign)_____
Date_____

PLEASE FORWARD THESE COMPLETED FORMS TO THE CURRICULUM COMMITTEE

JOINT REVIEW OF PROGRAMS
FOR LIBRARY/LEARNING RESOURCES

SIGN OFF FOR NEW PROGRAMS

Program Title_____

Department/Program_____ Phone/Ext_____

Based on a review of the needs for library/learning resources for this new course/program, it is the judgement of the program originator and the librarian that:

☐ The Library/Learning Resources Program currently has adequate materials to support this program. A Library/Learning Resources Plan outlining availability and accessibility is attached.

☐ The Library/Learning Resources Program presently does not have adequate materials to support this program. A Plan outlining availability, access to, estimated total cost, and funding for these materials is attached.

PLAN: (Please attach additional sheets if necessary.)

Librarian (sign)_____ Date_____

Curriculum Originator (sign)_____ Date_____

PLEASE FORWARD THESE COMPLETED FORMS TO THE LIBRARIAN/LEARNING RESOURCES DIRECTOR FOR HIS/HER ACTION.

Chief Librarian/Learning Resources Director (sign)_____ Date_____

PLEASE FORWARD THESE COMPLETED FORMS TO THE CURRICULUM COMMITTEE

JOINT REVIEW WORKSHEET FOR COURSES/PROGRAMS FOR LIBRARY/LEARNING RESOURCES

Date_____ Curriculum Originator_____

NEW COURSE:

Course Title and Number_____ Department_____

Projected enrollment per section_____ Projected number of sections_____

NEW PROGRAM:

Program   Title_____
Department_____

List of Courses in Program and Projected enrollment per course (in parentheses):

_____( )   _____( )   _____( )

_____( )   _____( )   _____( )

_____( )   _____( )   _____( )

1. BOOK COLLECTION:

Holdings are: ☐ Adequate   ☐ Inadequate

Number of titles to be Added: _____   Updated: _____   Deleted: _____

Recommendations/comments _____

_____

Estimated cost for new materials: _____

2. PERIODICAL COLLECTION:

Holdings are: ☐ Adequate   ☐ Inadequate

Number of titles to be Added: _____   Updated: _____   Deleted: _____

Recommendations/comments _____

_____

Estimated cost for new materials: _____

3. MEDIA COLLECTION:

Holdings are: ☐ Adequate   ☐ Inadequate

Number of titles to be Added: _____   Updated: _____   Deleted: _____

Recommendations/comments _____

_____

Estimated cost for new materials: _____

4. ELECTRONIC DATABASES AND INDEXES:

Access to CD-ROM or electronic databases and indexes to support research for this proposed course:

          ☐ Adequate   ☐ Inadequate

Number of titles to be Added: _____   Updated: _____   Deleted: _____

Recommendations/comments _____

_____

Estimated cost for new materials: _____

5. OTHER MATERIALS:

Recommendations/comments _____

_____

Estimated cost for new materials: _____

6. EQUIPMENT:

Recommendations/comments _____

_____

Estimated cost for new materials: _____

7. Are library/learning resource service hours adequate for this course? ☐Yes ☐ No

8. Is the quantity of materials sufficient for students within needed time frame? ☐Yes ☐ No

9. Will library/learning resources assignments be used in the new course/program? ☐Yes ☐No

10. Will this course/program require the assistance of library faculty for orientations
    or other library instruction? ☐Yes ☐ No

11. Total estimated cost for acquiring new library and learning resources materials
    to support this course/program: _____

Librarian (sign) _____ Date _____

Curriculum Originator (sign) _____ Date _____

*PLEASE FORWARD THESE FORMS TO THE CHIEF LIBRARIAN FOR HIS/HER ACTION ON
THE NEW COURSE OR PROGRAM APPLICATION, AND THEN TO THE CURRICULUM
COMMITTEE FOLLOWING LOCAL PRACTICE. THANK YOU.*