



UBC Library Curriculum Consultation

For new courses or programs, or substantial changes to existing ones, consultation with the Library is essential in the early planning stages and, ideally, two weeks should be given to complete this consultation form. The name of your librarian consultant may be found at: http://toby.library.ubc.ca/libstaff/2K_libconsult.cfm. Please complete the top portion of the form and send it to the librarian consultant electronically.

To:

Name:	Date:
Library Branch/Division:	

From:

Name:	Dept./School:
Faculty:	Phone:
E-mail:	Fax:

We are proposing curriculum changes for the following courses or programs:

<i>Insert specific course(s)/program proposals here.</i>
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This section to be completed by librarian:

Please indicate the effect in terms of library support, appending additional pages if necessary.

Library Service or Resource	Description of Effect (cost, etc.)
Instruction (e.g., classes with a librarian, tours, online resource guides, online tutorials, etc.)	
Reference assistance (e.g., 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 licences (e.g., 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 (e.g., 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.

Signature: _____

Date: _____