**Engaging with the Library on new programme proposals**

Identifying library-related support for new programmes is an integral part of the approval process and ensures that appropriate funds are allocated to support the purchase of appropriate information resources.

This checklist forms part of the programme proposal submission and should be discussed at an early stage with the appropriate Faculty Engagement Librarian: for contact details please see: <http://www.surrey.ac.uk/library/subject/alls/index.htm>

**Part A: Details of the programme**

|  |  |
| --- | --- |
| **Faculty/Unit submitting the proposal:** |  |
| **Programme award and title:** |  |
| **Awarding body, if not Surrey and accrediting body, if appropriate:** |  |
| **Proposed start date:** |  |
| **Date for Faculty sign off :** |  |

**Part B: Information resource requirements**

Please note below any additional Library resources or support needed to run this programme. This section can be completed in advance or in discussion with Faculty Engagement Librarian

|  |
| --- |
| **1) Subject areas new to the University which will need Library development:** |
|  |
| **2) Adequacy of existing collections in relation to the new programme:** |
|  |
| **3) Journal titles or Databases identified as required to support this programme:** |
|  |
| **4) Other special resource requirements, formats, if any** |
|  |

**Part C: Programme information documentation**

In order to identify and cost the Library resources and support required, please either provide a copy of the draft programme documentation or complete the table below**.**

|  |  |
| --- | --- |
| **Is the programme documentation attached?** |  |
| **Planned student numbers**:  Optimum annual intake:  Minimum viable intake:  Academic year in which student cohort is expected to reach steady state  Target student cohort at steady state |  |
| **Module structure and outline content:**  Provide details of the number of modules included in the programme and whether these are new or previously validated, compulsory or optional, or re-used from other programmes. |  |
| **Other Schools/Departments involved in supporting the proposal, if any:** |  |