

**Name of Program**

# **Library Impact Assessment**

for New and Revised Programs

Date

## Capilano University Library Impact Assessment Process for New and Revised Programs

1. Library impact assessments will be completed for new degree, diploma, certificate, or citation programs, and for major program revisions.
2. Requests for a library impact assessment are to be directed to the [Librarian designated as liaison for the area](#).
3. The development of library impact assessments for programs is based on a consultative model. The liaison librarian will review proposals and consult with both proposing faculty and with appropriate librarians. In the case of revised programs, the liaison librarian will make a decision on whether the revised content requires a library impact assessment.
4. Timelines for completion of the Library Impact Assessment are:
  - New Programs:** Developers must allow a minimum of 3 weeks for the completion of a new program library impact assessment.
  - Revised Programs:** Developers must allow a minimum of 2 weeks for the completion of a revised program library impact assessment.
5. Completed library impacts assessments will be signed by the liaison librarian, the Library Coordinator and the University Librarian and sent to the program developer. A copy of the LIA summary must be appended to the sustainability worksheet and sent to Academic Initiatives and Planning after the program and developer has reviewed and signed the assessment.
6. The library impact assessment will normally include projected and retrospective monograph, database, periodical and media resource costs based on average costs for materials in the subject area, collection needs of the program or course, average price increases in the subject area as well as the strength or weakness of the existing collection.
7. Specialized or subject-specific databases not already held by the library will be costed against the number of 300- and 400- level courses in the subject area. Upper-level field courses, co-ops, and practicums will be deducted from the total number of subject area 300- and 400-level courses.
8. Impacts will also include consideration of library teaching and professional development for the liaison librarian.
9. Projected enrolments will be included in the cost calculations where multiple sections or multiple campus enrolments are indicated.
10. This document will be reviewed and revised by the liaison librarian and proposing faculty after curriculum has been developed.

# Library Resources Impact Assessment

## New Program Proposal or Revision

Name of Program:

Degree or Certificate Level: (please describe)

Is this a Revision of an Existing Program? Yes  No

Name(s) of Program Developer(s):

Name of Faculty:

### Part One - Collections

Key Online Databases (periodicals and streaming media):

Name	Held by CapU Library?	If no, estimate annual cost to provide:
	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Yes <input type="checkbox"/> No <input type="checkbox"/>	

**Ongoing Costs Subtotal**

**0**

Comments:

Program Name  
Date

# Library Resources Impact Assessment

**Key Periodicals** (core titles in the subject area):

Name	Held by CapU Library?	If no, estimate annual cost to provide:
	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Yes <input type="checkbox"/> No <input type="checkbox"/>	

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**Ongoing Costs Subtotal** **0**

**Key Periodical Backfiles Required**

Estimate One-time Costs: Subtotal **0**

Comments:

## Library Resources Impact Assessment

### Key Monographs (print and electronic):

Number of titles held by CapU Library in this subject area:

Average cost per volume of titles in this subject area:

Current annual allocation for monographs:

Is the collection current?

Yes  No

**Data/Comments on the currency/comprehensiveness of the monograph collection in this subject area:**

<b>Estimate One-time Cost(new monographs) Subtotal</b>	<b>0</b>
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<b>Estimated Ongoing Costs (allocation uplift) Subtotal</b>	<b>0</b>
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Comments:

### Key Media Titles:

Number of titles held by CapU Library in this subject area:

Average cost per volume of titles in this subject area:

Is the collection current?

Yes  No

**Data/Comments on the currency/comprehensiveness of the monograph collection in this subject area:**

<b>Estimate One time Cost (new media titles) Subtotal</b>	<b>0</b>
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Comments:

# Library Resources Impact Assessment

Collections Summary:

Summary Statement (including previous & future collection needs, obstacles, timelines etc.):

## Part Two – Library Teaching & Learning

### Library Teaching and Research Supports

Impact on Librarian's liaison support responsibilities of new programs with specialized subject areas or higher level courses.

Teaching:

**The program will require additional Library faculty sections for teaching.**

- **Specify estimated number and level of classes:**

[Click here to enter text.](#)

- **Specify number of sections required annually:**

[Click here to enter text.](#)

Estimated ongoing costs

# Library Resources Impact Assessment

## Part Three – Librarian Professional Development

Professional Development:

- The librarian will need to commit some PD time to learn about the subject**
  - Additional section time and funding, outside of regular PD, will be required for the Librarian to deepen their knowledge of the subject area.**
    - **Specify additional professional development activities and costs required, e.g.: workshops, conferences, courses.)**
- Estimated one-time cost or pd activities:**

[Click here to enter text.](#)

- No additional PD time or resources are required.**

Estimated one-time costs

# Library Resources Impact Assessment

## SUMMARY

Summary Statement:

<b>Total Estimated One-time Costs:</b>
<b>Total Estimated Annual Costs</b>

Assessment Prepared by:

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**Liaison Librarian**

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**Date**

Assessment Reviewed by:

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**Library Coordinator**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**University Librarian**

\_\_\_\_\_

**Date**