

**Sample Form
Proposed New Program
Library Support Analysis**



Section One: TO BE COMPLETED BY ACADEMIC PROGRAM

Name of Program _____ College _____

Undergrad

Graduate

Other

If other, please explain _____

Key Faculty Contact:

Name _____ Title _____

Telephone _____ email _____

Name of up to three External programs that most closely reflect the nature and quality projected for the new program.

Programs	Campus	Web site
1.		
2.		
3.		

Accrediting agency for program: _____

Section Two: TO BE COMPLETED BY LIBRARY

Initial Assessment of Needs of the Program (completed by the librarian liaison after consultation with the faculty program coordinator)

Journals:

Databases/Reference Sources:

Monographs:

Other:

Section Three: TO BE COMPLETED BY LIBRARY

Overview of library holdings that support Program 1 above:

Journals:

Databases/Reference Sources:

Monographs:

Other:

Overview of library holdings that support Program 2 above:

Journals:

Databases/Reference Sources:

Monographs:

Other:

Overview of library holdings that support Program 3 above:

Journals:

Databases/Reference Sources:

Monographs:

Other:

Section Four: TO BE COMPLETED BY LIBRARY

Analysis:

Overview of resources at other campuses:

Overview of existing resources:

Based on above:

Recommended one time purchase expenditures \$ _____
Justification:

Recommended ongoing expenditures \$ _____
Justification:

Section Five: TO BE COMPLETED BY PROGRAM AND LIBRARIAN FACULTY

Agreed upon expenditure for one-time purchases: \$ _____

Over how many years can this be phased in? _____

Agreed upon additional ongoing resource expenditures: \$ _____

Section Six: TO BE COMPLETED BY COLLEGE AND LIBRARY DEANS

- Transfer of \$ _____ acquisitions dollars from _____ program(s)
- Proportionate decrease in acquisitions dollars from across all college programs
- Outside funding available for one-time purchases \$ _____
- Additional ongoing funds from SJSU \$ _____
- Other (please specify) _____