Library Consultation Form

This form is for use by those preparing proposals for new units or courses (including transnational units or courses). The process for completing the form is:

1. The first page of the form should be completed by the proposer.
2. The form should then be sent to the University Librarian librarian@library.uwa.edu.au or Reid Library, M209 together with an outline of the proposed content of the new unit/course.
3. The University Librarian will complete and return the form to the proposer.
4. The proposer should then attach it to the proposal submitted to the Faculty Board.

TO BE COMPLETED BY THE PROPOSER:

Faculty: ____________________________ School: ____________________________
Contact Name: ____________________________ Tel: ____________________________
Email address: ____________________________
Date completed form required by: ____________________________
Name of new unit/course: ____________________________
Previous name of unit/course (if applicable): ____________________________
Name of major: ____________________________

Please attach the following to this form:

☐ New unit/course documentation

For TRANSNATIONAL COURSES please provide the following information:

1. What library and information resources students will need (eg printed resources, electronic resources, course packs) and how they will be provided (eg through local arrangements, the UWA Library, free web resources)

2. The costs involved in meeting these needs and how any costs will be met

3. The training in information skills that students may need and how this will be provided

4. What study facilities will be needed by students and how they will be provided

5. Whether the students have any special information needs

(Continue on separate sheet if necessary)
TO BE COMPLETED BY THE UNIVERSITY LIBRARIAN

☐ The content of this unit/course has previously been taught and no collection assessment is required.

Assessment of current collection

<table>
<thead>
<tr>
<th></th>
<th>Limited</th>
<th>Broad (supports teaching)</th>
<th>Extensive (supports research)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monographs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Journals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other material</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Cost of additional material ($)

<table>
<thead>
<tr>
<th></th>
<th>Monographs</th>
<th>Journals</th>
<th>Other Material</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retrospective</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual</td>
<td></td>
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</tr>
</tbody>
</table>

Comments by the University Librarian:

Signature:_____________________________  Date:  ______________

TO BE COMPLETED BY THE DEAN

I have noted the above assessment and comments.

Signature:  _______________  Faculty:  _______________  Date:_________