Cuyamaca College Library Resources and Information Literacy Support for Course Additions or Program Additions

The purpose of this form is to ensure resources are available for all courses.

PROCEDURE:
1. Contact appropriate subject-specialist librarian (see p.2) to discuss course or program addition.
2. Send a copy of this form and a copy of the course addition forms to appropriate librarian.
3. The librarian will meet with you to discuss library resources necessary to support your course.
4. After your consultation with the librarian, the librarian will evaluate the current collection and send you a copy of this form.
5. Attach this completed form to your original Course Addition Forms and submit to Curriculum Committee.

This section to be completed by course originator:

1. Course Title and Number: _____

2. Department/Program: _____Phone/Ext._____

3. Course Originator name and email _____Date_____

This section will be completed by librarian:

_____ The Library presently has resources to support the first course offering.
    For future course offerings, additional needed items have been identified and should be purchased.

_____ The Library's resources are not presently adequate to support this course.
    Additional needed items have been identified and should be purchased prior to the first offering.

Librarian (sign) _____Date_____

cc Course Originator
    Librarian

Rev. 06/01/17

Please go to http://www.cuyamaca.edu/academics/support/library/faculty-services/subject-areas.aspx to determine which librarian is responsible for your discipline	Angela Nesta (619) 660-4403 angela.nesta@gcccd.edu
	Jeri Edelen (619) 660-4423 jeri.edelen@gcccd.edu

To be completed by the librarian with course originator

Reference Book Collection:
 Titles to be added: _____ Updated: _____ Est. Cost: _____

 Comments: _____

Circulating Book Collection:
 Titles to be added: _____ Updated: _____ Est. Cost: _____

 Comments: _____

Periodical Collection:
 Holdings are: _____ Adequate _____ Not Adequate / Est. Cost: _____

 Comments: _____

 _____

Non-Print Collection:
 Equipment: _____ Adequate _____ Not Adequate / Est. Cost: _____

 Type of equipment to be added: _____

 _____

 Media/Software: _____ Adequate _____ Not Adequate / Est. Cost: _____

 Media/Software titles to be added: _____

 _____

 Comments: _____

 _____