**New Programs or Extending a Degree:
Analyzing Library Capacity**

Complete this workbook to assess the adequacy of library holdings and services prior to filling in the New Program Proposal Template itself. You will transfer a summary of the key findings of the workbook to the new program/extending a degree proposal form.

The Faculty Senate Library Committee reviews all proposals for new degree and extended degree programs for adequacy of library holdings and services. To assist the committee in its deliberations, please address the topics below in your proposal in collaboration with the librarian(s) responsible for collection development in your discipline(s). The names of appropriate librarians are available from the Director of Libraries at 335-4558 or from your dean’s office.

1. **In specific terms, describe the adequacy of existing capacity:**

**Questions to ask:**

* How adequate are the existing library collections for the proposed program?
* How adequate is the existing library equipment for the proposed program?
* How adequate are the existing personnel and services for the proposed program?
* How will this program contribute to the funding of existing serials, given their ever increasing costs?

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| **Answer here:** |
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1. **What is the need for new library collections:**

 **Areas to consider:**

1. Serials (e.g., journals or indexes in print, electronic format, microform, etc.):
	1. List new serials titles (and costs) that will be needed.
	2. What funds have been designated for these titles and for the ongoing serials subscriptions?
	3. Can any of your current serials subscriptions be cancelled to purchase the new titles?
	4. What additional library equipment will be needed and how will it be funded (e.g., computers, desks/tables, etc.)?
2. Monographs (e.g., books in print, electronic format, etc.):
	1. Will monographs need to be purchased?
	2. Have continuing funds been designated for these and future purchases?
	3. What additional library equipment will be needed and how will it be funded?
3. Media (e.g., DVDs, sound recordings, etc.):
	1. Are media materials needed?
	2. Have funds been designated?
	3. What additional multimedia equipment will be needed and how will it be funded?

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1. **What new library personnel will be needed?**

**Questions to ask:**

* Will specialized expertise be required to serve your new program?
* Will additional library staff or faculty need to be hired?
* If so, how will the position(s) be funded?

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**4.** **What additional library services will be needed?**

**Questions to ask:**

* To what extent will additional interlibrary loan services be required?
* On-line network access?
* References services?
* Library user education?
* If so, have funds been designated for this purpose?

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**5.** **For programs offered away from the Pullman campus: To what extent will collections and services be provided from Pullman and to what extent by other campus or local libraries?**

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| **Answer here:** |
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**6.** **Are there any other library resource considerations *(e.g., additional space)*?**

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| **Answer here:** |
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Please summarize this information on the new Program Proposal Template.