DALHOUSIE UNIVERSITY

Date: [Date of submission]
Library Collections Assessment for: [Proposed course or program name]
Submitted by: [Subject Liaison]
Submitted to: [University Librarian; Associate University Librarian, Resources; Library Head; Resources Management Librarian; person(s) making request; and if a graduate course/program, fgs.curriculum@dal.ca]

Introduction and overall recommendation:

Topics may include: an overview of a new course or program, the academic and research content, contextual background regarding the proposed changes (e.g., accreditation, changes in professional training, knowledge developments, student numbers, state of the subject area's literature, institutional partners, and course evaluation methods).

This section will succinctly summarize what additional resources (if any) the library requires to support the course/program. Detailed recommendations appear at the end of the report.

For courses, the introduction may be a few sentences long. Programs may require two or three paragraphs.

Assessment methodologies:

Provide a clear explanation of:

- *how resources were identified*
- *why specific resources were recommended*
- *any date, language, or format limits considered in the assessment*

Materials by type:

For each appropriate material type, provide a statement on current collection strengths and/or weaknesses.

Typical sections will include:

- *Monographs*
- *Serials*

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[ADD YOUR LIBRARY'S NAME]
[Adjust address if needed] 6225 University Avenue | PO Box 15000 | Halifax, NS B3H 4R2 Canada
[ADD YOUR LIBRARY'S PHONE and FAX NUMBER] 902.494.XXX | Fax: 902.494.XXXX | library@dal.ca | dal.ca/libraries   1

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- *Databases*
- *Alternative formats*

Document Delivery:

Indicate anticipated demand. If potential demand is considered to be average, it is sufficient to indicate that no significant impact is anticipated on Document Delivery.

Discussion:

For courses, the discussion may be one or two paragraphs long. Programs may require three or more paragraphs.

This section should consider questions such as: Can the existing collection support the course/program without the addition of new funds? Can the existing budget support the course/program? Is there an average cost per monograph, per journal? Is the literature growing on an annual rate? Can remote or distance students access needed materials? Will additional print or electronic copies to support multiple concurrent users be needed to support large classes or remote learners? Will there be an impact on library services such as instruction, course reserve, course management system, etc.

Detailed recommendation(s):

This section will summarize what resources are or are not needed. If additional funds are required indicate the amount and whether one time funding or continuing funding (base budget transfer) is required. All dollar figures should be in Canadian dollars and include the exchange rate used.

Include information about supporting Library services. Some boilerplate text is provided if appropriate to the assessment. You may also want to include information about Subject Guides, Tutorials, and DalSpace. You may use as is or modify this text:

- Copyright *: The Dalhousie Libraries' Copyright Office (https://libraries.dal.ca/services/copyright-office.html) offers support to faculty, staff, and to students, to ensure that all can succeed in their teaching, research, and studies. The Office provides educational programs and general advice on copyright issues. It monitors the University community's compliance with copyright rules and encourages appropriate practices. The Office develops*

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policies and disseminates them to the Dalhousie Community. Please contact the Copyright Office (copyright.office@dal.ca) regarding any copyright related issues or questions.

- Learning Management System: *Brightspace is Dalhousie University's learning management system (LMS). It is managed by the Library's Academic Technology Services (ATS) department. Staff in ATS provide faculty support, technical implementation, and training. For Brightspace support and training, please email intech@dal.ca or call 494-3456.*

- Course Reserves: *Faculty may place library materials or professor-owned material on Library Reserve for their courses. Shortened loan periods for these items allow for equitable access for all students. Library staff can also place course reading lists into Brightspace. For more information on Course Reserves, visit https://libraries.dal.ca/services/course-reserves.html*

- Instruction: *Each program at Dalhousie has a Liaison Librarian assigned. Liaison librarians are available for instructional sessions and classroom support. They offer sessions on topics such as: an introduction to library resources, creating a research plan, database searching, evidence-based practice, finding archival material, locating socioeconomic data, citation management, academic integrity, and more. Contact your liaison librarian to request a session, https://libraries.dal.ca/research/subject-liaisons/directory.html*

Appendices (if appropriate):

Include lists of titles recommended for purchase with bibliographic and cost information if significant additional materials need to be purchased to support the course/program.

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