# University Library Council

# Library Resources Evaluation Form

The evaluation of resources available in the Tufts libraries to support a proposed degree or certificate program is an essential component of the review process. Once the scope of the proposed program has been defined, the faculty member making the proposal should provide a written program description to the campus library Director or appropriate Bibliographer and schedule a meeting to discuss the program’s library-based needs. The library representative will then prepare a written assessment of its ability to meet those needs. In the event that the library’s holdings are insufficient to support the proposed program, the evaluation will include a budget for additional support.

**Please allow 3 weeks for this evaluation to occur.** For this reason, it is required that the library evaluation be taken into account when developing the departmental review process timeline. If the evaluation shows the need for additional expenditures, further discussion by the library representative with the appropriate administrators will be necessary before the proposal is submitted for final review.

**This form must be included with the proposal that is submitted to the Provost’s Office.**

New Program Title:

Department Submitting Proposal:

Contact Person/Phone:

Date of meeting with Bibliographer:

Signature of Faculty:

 Date:

Signature of Library Director or Bibliographer:

 Date:

# This section to be filled out by the Bibliographer.

 Existing library resources are sufficient to meet program needs as outlined in the proposal.

 Existing library resources are not sufficient to meet program needs as outlined in the proposal.

 Library evaluation form is attached.