**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

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| 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](mailto:angela.nesta@gcccd.edu) |
|  | Jeri Edelen  (619) 660-4423  [jeri.edelen@gcccd.edu](mailto: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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_