BCIT LIBRARY

CHECKLIST FOR NEW PROGRAM/DEGREE

Librarians may use this checklist when a new or significantly revised program and/or degree is being established to ensure that the Library stays current with BCIT programs and services.

Librarian:	Alternate Librarian:	Date:
Name of Program or Degree and school:	**Credential to be awarded:**	
Program Champion(s):		**Phone:**

A. Librarian has:
☐   1. Reviewed concept paper/proposal for program/degree
☐   2. Attended stakeholder meetings – (see guidelines attached)
☐   3. Attended Service Group meeting – (see guidelines attached)
☐   4. Met with program champion to discuss detailed requirements
☐   5. Reviewed course outlines related to the program/degree

B. Quick Facts:
☐   1. Estimated date of first intake: _____
☐   2. Estimated number of students annually: _____
☐   3. Method of delivery: ☐ classroom   ☐ Part-time
                                   ☐ online   ☐ Full-time
                                   ☐ other: _____
                                   ☐ partnership with other institution: _____

☐   4. Campus: (where   ☐ Burnaby ☐ ATC   ☐ BMC
          course located primarily) ☐ DTC   ☐GNW ☐ Other: _____

       5. Methodology/Research
☐   problem based
☐   major paper
☐   thesis
☐   applied research requirements
☐   other: _____

Details on Methodology/Research:

6. Professionals – exams/certification that training leads to:

7. Related Professional Associations:

C. Library Collection Issues:

Librarian has:

☐   1. Estimated number of related monographs: #_____

☐   2. Estimated related journal titles
    (print & electronic):   #_____

☐   3. Estimated number of related
    media titles: #_____

☐   4. Reviewed collection strengths and challenges with program champion

☐   5. Identified collections and other libraries for benchmarking

☐   6. Compiled list of required materials to support program
    with related
    ☐   estimated one time costs: $_____
    ☐   estimated annual on-going costs: $_____

☐

D. Library instruction:

Librarian has:
☐   1. Met with program champion to discuss and document the role of the Library
    with regard to information literacy outcomes.
☐
Note: Librarian to keep these notes on file.
Date: October 2005; Revised Dec 2011