

Library New Subscription Resource Request Form

NOTE: This form is required for all new requests for library resources with recurring costs (e.g., databases and journals). Book purchases continue through your department allocation. DVDs, streaming media, and public performance rights requests go directly to Prof. Sylvia Orner.

Please fill out the form as completely as possible and return to Dean George Aulisio by email (george.aulisio@scranton.edu) or campus mail.

1. Requestor Information

- Requestor Name:
- Department / Program:
- Resource Name / Vendor:

- Estimated Annual Cost (Library will provide):

2. Curricular Use & Instructional Need

A. Current Curriculum

- List specific courses that would use this resource:
 - Course 1:
 - Course 2:
 - Course 3:
- Approximate number of students per year who would directly use this resource:
- Use of this resource will be:
 - Required for one or more of the courses listed above
 - Optional / supplemental / exploratory

B. Nature of Use

Check all that apply and explain briefly:

- Primary instructional material
- Supplementary/enrichment content
- Replacement for an existing resource (Replacing: _____)
- Enables assignments otherwise not possible
- Other (please explain): _____

C. Impact Statement

In 2–5 sentences, please explain what learning outcomes are supported through this resource.

3. Future Curricular Development

- **NOTE:** This form does not replace the need to include library resources on the FSCC's course and program revision and proposal forms.
- Will department faculty commit to developing new courses, programs, or propose curricular changes because of the acquisition of this resource? (Please check all that apply.)
 - Yes, courses will be revised.
 - Yes, new courses will be developed.
 - Yes, a new program(s) will be developed.
 - No. Curricular changes or developments are not planned.
- *If yes to any of the above, please use this section to briefly elaborate on what is planned:*

4. Scholarly / Research Use

- Who will use this resource for scholarly or research purposes?
 - Faculty
 - Undergraduate research
 - Graduate research
 - Other (please explain.)
- Type of scholarly activity supported (check all that apply):
 - Faculty research
 - Creative work
 - Student research projects
 - Other (please specify): _____

5. Needs Assessment

This resource is best described as:

- **Essential** – Without it, core teaching or research cannot reasonably proceed
- **Important but not essential** – Strongly beneficial but workarounds exist
- **Nice to have** – Enhances quality but is not mission-critical
- **Other** (please explain.):

Justification (required):

Explain your selection in plain terms.

6. Scope

- Primary beneficiaries:
 - Single course
 - Single program
 - Multiple departments
 - Broad campus use
 - Ignatian Core Curriculum

7. Endorsements

A. Program Director (if applicable)

- Name & Title:
- Recommendation:

- Signature & Date:

B. Department Chairperson (required)

- Name & Title:
- Recommendation:

- Signature & Date:

C. College Dean (required)

- Name & Title:
- Recommendation:

- Signature & Date:

Dean of the Library's Decision and Justification: