

SIMON FRASER UNIVERSITY

Office of the Vice-President, Academic

MEMORANDUM

TO: Senate

FROM: J.M. Munro
Vice-President, Academic

RE: Library Resources

DATE: January 19, 1993

At the May 11, 1992 meeting of Senate, the following motion was approved:

"that Senate establish regulations which will ensure that no new or revised courses and programs, or offerings of existing courses and programs at new locations, including individual offerings of special topic courses, can be offered unless adequate library resources are in place, or funds for them guaranteed in the base budget of the Library".

Subsequently, the Chair of Senate asked me to develop a proposal in response to this motion.

Two questions must be answered to deal with this issue:

- (1) Who decides what additions to library materials are needed to mount new courses or programs?
- (2) Who pays for the additions?

The following proposal has been approved in principle by the Senate Committee on Academic Planning and is forwarded to Senate with my recommendation that it be approved in principle:

1. No new course should be approved by Senate until funding has been committed for necessary library materials. The definition of "necessary" will be made by the Senate Committee on Undergraduate Studies for undergraduate courses and the Senate Committee on Graduate Studies for graduate courses based on reports by the Library and responses from Departments or Faculties which are proposing new courses. For library materials which involve continuing commitments, the source for this funding will be transferred from the base budget of the Faculty concerned into the Library acquisitions budget or from the current acquisitions allocation for the department. For one-time funding needs, the Faculty concerned shall transfer an appropriate one-time amount into the Library acquisitions budget or there shall be a transfer within the current acquisitions allocation for the department.

2. Off-campus programs will not be initiated until there has been appropriate consultation with the University Librarian with respect to the availability of library materials and services. The Vice-President, Academic shall determine the required level of library resources, and necessary funding will be provided from the program budget.
3. Special topics courses which have not previously been offered shall be presented to the Library for an assessment of the availability of library materials as early as possible.
4. No new program should be approved by Senate until funding has been committed for necessary library materials. The definition of "necessary" will be made by the Senate Committee on Academic Planning based on reports by the Library and responses from Departments or Faculties which are proposing new programs. For library materials which involve continuing commitments, the source for this funding will be transferred from the base budget of the Faculty concerned into the Library acquisitions budget or from the current acquisitions allocation for the department. For one-time funding needs, the Faculty concerned shall transfer an appropriate one-time amount into the Library acquisitions budget or there shall be a transfer within the current acquisitions allocation for the department. (Funding to support this and other needs of new programs may in some cases be provided from central University budgets.)

In discussions concerning this matter, the issue of the allocation among disciplines of the current Library acquisitions budget was raised. I intend to address this through the Senate Library Committee.

J. M. Munro