Last updated: May 2019

**Library Services resource requirements form**

The programme convenor must complete Section 1 in preparation for a discussion with the Library’s Academic Engagement Team, a minimum of 3 months before the (re)validation event.

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| **Section 1. Programme information**  |
| Title of programme being (re)validated: |  |
| Current or projected student numbers: |  |
| Is the programme currently or potentially extended to any collaborative partners? If so, please provide details: |  |
| *For new programmes only:* Are there any existing programmes in related subject areas? If so, please provide the programme titles: |  |
| Section 2 should be completed collaboratively through discussion between the programme convenor and the Academic Engagement team. |
| **Section 2. Preparation for the (re)validation event** |
| 1. If the Programme Specification is available, please e-mail it to the Academic Engagement team. If not, please paste a list of all modules to be (re)validated (both existing and new) on the right:
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| 1. Look at any existing online Resource Lists and check that they are up to date.
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| 1. Check whether any new Resource Lists need to be set up, and arrange that with the Academic Engagement team.
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| 1. The Academic Engagement team will then paste here a programme-level URL to the online Resource Lists system:
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| 1. The programme convenor must now ensure that all new Resource Lists are populated, and all existing Resource Lists are up to date. For new programmes, it is not necessary at this early stage to fully meet the requirements of the University’s [Resource Lists Framework](https://portal.roehampton.ac.uk/information/library/Documents/Documents-for-Reading-List-Support/FINAL%20Library%20Committtee%20February%202016%20Reading%20List%20framework%20draft%20V%205%20for%20LTQC%20%285%29%20-%202018%20update.pdf), e.g. by specifying weekly readings. However, in order for the Library to be able to establish cost implications, it is very important to bookmark the following:
* **All ‘Essential’ books**
* **All ‘Essential’ journals or databases**

Please note: In the case of new journal or database subscriptions, a ‘Business case’ form must also be submitted to the Library as early as possible in the spring, so that there is time to request additional funding. Requests for subscriptions for new programmes will be carefully considered, according to the funds available. |
| 1. The Panel members will be asked to review your Resource Lists online in advance of the Panel meeting. To facilitate this, please paste the URL of each Resource List into the corresponding module specification document.
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| 1. Please ensure that all your Resource Lists are ‘Published’, as draft lists cannot be viewed online.
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| 1. ‘Indicative bibliographies’ are no longer appropriate for validation paperwork. If you wish to add a bibliography (this is optional) to your module specification documents, please do this generating an up-to-date bibliography from the online Resource List. Instructions for this are available on the [Staff Portal](https://portal.roehampton.ac.uk/information/library/Documents/Documents%20for%20Academic%20Engagement%20page/How%20to%20get%20bibliographies%20from%20Talis%20Aspire.pdf).
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| **Section 3. After (re)validation** |
| 1. Programme and module convenors should now get the Resource Lists ready for teaching, by adding weekly readings according to the requirements of the [Resource Lists Framework](https://portal.roehampton.ac.uk/information/library/Documents/Documents-for-Reading-List-Support/FINAL%20Library%20Committtee%20February%202016%20Reading%20List%20framework%20draft%20V%205%20for%20LTQC%20%285%29%20-%202018%20update.pdf). Lists for Autumn modules should be finalised by the **end of June**, and lists for Spring modules should be finalised by the **mid-October**.
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| 1. The Library will work to ensure that any new books required are available in time for the start of teaching. (N.B. The responsibility for future updates to the lists resides with the relevant programme / module convenors. The library is notified automatically of items added to Resource Lists to enable prompt ordering of material.)
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