The completed Impact Statement will enable the Library to determine potential impact on existing services and infrastructure as a result of the introduction of new Program and Qualification proposals by Departments. Changes to existing modes and Programs of study, and/or the introduction of new Programs/Qualifications must take into account the available Library resources and services to support the program/qualification.

1. **The Impact Statement must be completed for all new Program/Qualification proposals and/or proposals to alter an existing Program.**
2. **Full Program/Qualification documentation must be provided to enable accurate assessment by Library Services. Financial data is not required to be provided by the Department.**
3. **Programs only offered through Federation University must complete sections 1, 2 and 5 only.**
4. **Programs offered through Partner Providers must complete all sections.**
5. **The completed form must be forwarded to the Director, Library Services or nominee for endorsement.**
6. **Return to Director Operations, Federation TAFE for final approval.**

**Part 1 – General:** *to be completed by the Department*

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| --- | --- |
| **Department:** |  |

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| --- | --- |
| **Program/Qualification Title:** |  |

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| --- | --- |
| **Program/Qualification Code:** |  |

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| --- | --- |
| **Proposed Start Date:** |  |

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| --- | --- | --- | --- | --- |
| **Anticipated enrolment:** | EFTSL |  | On campus numbers |  |
|  |
| (*Tick as appropriate*) |  |  | Off campus numbers |  |
|  |

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| --- | --- | --- | --- | --- |
| **Proposed Delivery Locations:** | Horsham Campus |  | Camp St Campus  |  |
|  |
| (*Tick as appropriate*) | SMB Campus |  | Mt Helen Campus |  |
|  |
| Gippsland Campus |  | Berwick Campus  |  |
|  |
| Partner Provider  |  | Other |  |
|  |
|  |
| *Partner Provider’ or 'Other', please provide details, including partner name and location* |
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| **Proposed Delivery Mode/s:** |
| (*Tick relevant boxes and provide details below*) | On Campus |  | Off Campus |  | Online |  |
|  |  | Workplace |  | Flexible\Blended |  |
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# Part 2 – Library Services Impact: *to be completed by the Department*

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| --- | --- |
| ***Impact / Issues*** | ***Yes/No*** |
| New subject/discipline*Please complete the* ***Impact Checklist*** *below* |  |
| An increase (greater than 20) in the number of students for an existing subject*Please complete the* ***Impact Checklist*** *below* |  |
| A change in the mode of delivery for existing subjects/disciplines (i.e. move to online, off campus)*Please complete the* ***Impact Checklist*** *below* |  |
| Program to be taught via Partner Provider (on or offshore)***Part 3 – Partner Provider resources and library Facilities*** *and* ***Part 4 – Services/support needed from home library*** *must be completed for all Programs proposed for delivery via FedUni Partner Providers.* |  |
| **Impact Checklist** |
| Library Catalogue search identifies sufficient print and/or e-book resources to support subject/s/students. *Prescribed texts and recommended readings; material to support extended research in the subject area is available in the Library collection*If **No** please attach details of resources/titles requiredAre new print, video or other electronic resources required? |  |
| Relevant library databases have been identified*Core disciplinary indexing and abstracting databases; fulltext and e-journal databases are available.* If **No** please attach details of those required |  |
| Delivery of library materials or photocopies to students’ home or work address will be required |  |
| Off-campus information and support strategies have been identified*Staff teaching the Program/Qualification are familiar with appropriate Library support staff and contacts; support and information for students accessing and searching databases from home has been reviewed and will be adequate. Refer to information available at* <http://www.federation.edu.au/library/> If **No** please list additional information that you would like the Library to provide |  |
| Access to library resources outside Federation University collections will be required (CAVAL/ULA/Other) |  |
| Extended Library staff support required:* on weekends
* in the evening
* other times
 |  |

**Part 3 – Partner Provider Resources and Library Facilities:** *to be completed by the Department*

Please provide details of existing library facilities, print and electronic collections **provided by the Partner Provider**, available to support students enrolled in the proposed Program/Qualification.

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Does the Partner Provider have an agreement in place with a local educational institution to provide alternate library access to students? Yes No

* 
* 

If yes please provide details.

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What are the resources required locally, as per contractual arrangements, that are NOT currently available (e.g. provision of texts and essential references etc.)

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Do the students have access to computer facilities? Yes No

Do the students have Internet access? Yes No

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* 

Is there a study area available for students? Yes No

* 
* 

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Who will be the Partner Provider’s key liaison contact for library related issues?

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**Part 4 – Services/Support Required from Home Library:** *to be completed by the Department*

Federation University Library policy is to provide access to a broad range of electronic full text journals and e-books to support off-campus study. A request and delivery service for access to FedUni print resources will be provided (on-shore Partner Provider programs/qualifications only).

Will the students need access to Federation University Library e-reserve and electronic databases (subject to licence agreements)? Yes No

* 
* 

Will the students need information literacy/library skills training support to ensure access to and effective use of electronic resources and databases? Yes No

* 
* 

Are staff available to provide this? (**offshore** Partner Provider programs/qualifications only)

* 
* 

 Yes No

Will academic staff teaching in Partner Provider programs/qualifications require access to and training in the use of electronic resources? Yes No

* 
* 

Are staff available to provide this? (**offshore** Partner Provider programs/qualifications only)

* 
* 

 Yes No

Will students studying at Postgraduate level in Partner Provider programs/qualifications require access via Document Delivery to journal articles and other materials NOT available from Federation University licensed electronic databases? Yes No

* 
* 

Additional comments:

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**Library Services Approval:**

Based on the information provided above,

🞏 The program/qualification creates no new demands on Library services that cannot be met from within existing funding allocations. The program/qualification is supported.

🞏 Information provided indicates that the Faculty/Centre has NOT adequately investigated and addressed the provision of Library resource needs and support for students enrolled in this program/qualification.

Additional comments:

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| **Director, Library Services; or Nominee *(Please sign)*** |  | **Date:**\_\_\_\_/\_\_\_\_/\_\_\_\_ |

**Part 5 – Overall Assessment and Approval:** *to be completed by Director Operations, Federation TAFE*

I verify that I have completed the required Impact Statements and undertaken the appropriate consultations with relevant Library staff where necessary. I am satisfied that the Faculty/Centre has identified any potential impact on Library services and that strategies have been agreed to address any issues identified.

|  |  |  |
| --- | --- | --- |
| **Director Operations, Federation TAFE*****(Please sign)*** |  | **Date:**\_\_\_\_/\_\_\_\_/\_\_\_\_ |