Proposals to add or change courses will include an Evaluation of Library Resources. If there are additional, special, resources as a result of the proposal the originator will complete the Library Resources section. The librarian will then review the materials and indicate their level of support.

1. The originator will indicate if there are any library resources necessary as a result of the changes they are proposing.
2. When the Proposal comes to the Library Step, you will see it on the My Tasks tab
   a. Select Edit Proposal
   b. Scroll to the Library Resources section and review the responses
c. Below the list of resources the Originator is requesting will be the section to be completed by the librarian
   i. Select your level of support and add any comments if applicable

ii. Click save

3. Scroll to the top of the page to make your decision
   a. Making your decision sends the proposal on to the next step in the process
   b. In the Proposals Toolbox click the decisions icon
c. Select your decision and add any additional comments
   i. These comments will be visible by any user who has a login
   
   ii. Click Make My Decision to move the proposal on to the next step