



COLLECTION AND ACCESS DEVELOPMENT POLICY

UIW Libraries



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UIW Libraries Mission Statement

The UIW Libraries actively participate in the life of the University with a focus on developing partnerships and services in support of teaching, learning, and scholarship. Through the use of co-curricular instructional methodologies, innovative approaches in support of scholarship and research, the use of technologies that enhance discovery and knowledge dissemination, as well as providing access to appropriate resources and a knowledgeable staff, UIW Libraries help to advance intellectual and lifelong learning of students, faculty, and staff. The programs, services, and collections of the UIW Libraries reflect differing points of view, various cultures, and a global perspective. UIW Libraries, in all their activities, encompass the Catholic social teaching and social justice issues espoused by the Sisters of Charity of the Incarnate Word and the University of the Incarnate Word Mission.

Scope of the Collection & Access Development Policy (C&ADP)

This policy is designed to provide a framework for curating appropriate and supportive collections in all relevant formats that support UIW's teaching, learning, and scholarship and that are aligned with the institutional mission. This policy is also meant to leverage collaboration and resource sharing and extend access to information. In keeping with the UIW Mission and tenets of inclusion and social justice, the collections are built with a mindfulness of diversity, equity, and inclusion. Collections and access are built in partnership with faculty and program leads and this policy is meant to facilitate input from primary users with the objective of embedding collections into the curriculum and research processes in order to build knowledge and to encourage intellectual and autonomous discovery.

This policy specifically considers the acquisition, licensing and access, placement, and disposition of library resources by establishing priorities and guidelines within allocated budgets and that assist in budget planning. Where appropriate, the activities guided by this policy will follow a principle of “just in time” which is designed to allow a nimble response to changing higher educational landscapes. The establishment of new programs as well as substantive changes to programs will be guided by formal and linked processes between these programs and the libraries.

Content and research resources as well as bibliographic resources are subject to these guidelines. Commercial instructional course materials/textbooks, system platforms, and software fall outside the scope of this policy. This policy limits the acquisition of resources that are unlawful, untested, or inaccessible/in dying formats without further scrutiny by collections managers.

UIW Libraries develop this policy in alignment with the standards of [SACSCOC](#) (11.1 CR), the [Standards for Libraries in Higher Education](#) (5.1 – 5.6), and the [Diversity Standards: Cultural Competency for Academic Libraries](#) (4) from the Association of Colleges and Research Libraries (ACRL). UIW Libraries is committed to evidence-influenced decision making with the objective of continuous improvement. This extends to the development / disposition of all collection types. UIW Libraries adhere to the [Intellectual Freedom Principles for Academic Libraries](#).

Broad Priorities of this Policy

This policy considers collection development and access within the dynamic and evolving nature of curricula and programs at the University of the Incarnate Word. As such, it requires periodic assessment and adjustment to remain viable. This policy will reflect support for current and emerging curricular programs, teaching and learning methodologies, and the research expectations of this institution as aligned with the

missions of the institution and the libraries. Liaison librarians work directly with faculty in understanding the information and co-curricular needs of established and emerging fields of study all within their own areas of expertise.

Currently enrolled students, faculty, and staff are considered primary clientele. The university defines individuals who meet this definition. Community-users are library users who fall outside of this definition yet are supported through the libraries' statewide resource sharing services and as in-person visitors. Base guidelines, all within allocated budgets, include:

- Owned and accessible collections and resources made available through the UIW Libraries will support the curricular programs of the institution followed by the priority to support UIW's teaching and pedagogical objectives, and thirdly, to support the research and scholarly needs of UIW primary clientele.
- The housing of collections that are defined as special and enhance knowledge through rare content and formats
- The curation of open access, open content, and web-based content that further supports teaching, learning, and research
- Collections that are built to be inclusive and representative of all persons in the UIW community in alignment with the priorities of the library mission
- The adoption of emerging technologies and platforms that support library functions and enhance discovery are not subject to this policy
- The limiting of collections to legally acquired materials and access to licensed resources will adhere to contractual obligations and to terms of signed agreements

General Processes for Building Collections and Access

The nature of academic library budgets in relation to collection development has two distinct areas of funding: *continuing cost* (ongoing) commitments and *discretionary* (one-time) spending. The percentage of spending in academic libraries has trended heavily toward continuing cost commitments in the form of print/e-journals, ebooks, aggregator databases, streaming media, and content platforms (licensed and subscribed). Because funds for ongoing commitments require budget managers to be mindful that they are committing funds not only for a single fiscal year but for future fiscal years and for items that carry an inflationary characteristic, the selection of ongoing commitments undergoes a scrutiny that discretionary purchases do not undergo. This scrutiny includes the review of [continuing cost metrics](#) and discussions with relevant stakeholders on a biennial basis. These guidelines assist in planning and budgeting and in prioritizing where funds should be expended through collection and access decisions using continuous assessment of objective and subjective data. **(See Definitions – [Appendix A](#). See Review Forms – [Appendix B](#).)**

- Requests in support of new and substantively changed programs are reviewed through the [Library Impact Statement \(LIS\)](#). The LIS should be requested early in the planning stages for these programs. The Dean of Libraries will provide the LIS to the appropriate Dean and the liaison librarian will provide the LIS to the lead faculty for the program
- The **Desiderata List** process is for new continuing cost requests or for substantially priced discretionary costs (such as backfiles) for established programs. This process looks at metrics for continuing cost requests and involves conversations with relevant stakeholders. Items on this list may not be able to be funded in the year of request or may need further review because of the alignment with the criteria in the policy.

- Another avenue in building appropriate collections is through liaison librarian partnerships with faculty and program leads. All UIW programs and schools have faculty representation on the Faculty Library Advisory Council where policy development, collections and access, as well as budgetary matters are openly discussed. The Dean of Libraries works closely with the academic deans in the development of proforma budgets for new and substantively changed programs. Faculty and librarians also have exposure to these issues as part of the curriculum approval process for undergraduate and graduate programs.
- Augmenting collections and access through the curation of open access and open content resources as well as the curation of relevant public domain and web-based resources.
- Consideration of consortial and resource sharing agreements will be made in order to increase support for all programs within allocated budgets.

[Continuing Cost Processes](#)

Collection Managers will conduct a biennial review of all continuing cost resources for Main and Health Professions Collections. These continuing cost metrics will be reviewed by collection managers and liaison librarians. Items considered for non-renewal will be flagged for conversation with academic deans, faculty leads, and librarian liaisons to assess the continued value of an item in the support of program and mission. Metrics include:

- Cost per use and multi-year cost per use
- Availability in alternative format
- The possibility of ongoing platform/maintenance fees
- The obsolescence of a delivery platform and stability of content provider

- The nature of projected, inflationary continuing-cost expenses
- The ability to make content/resources discoverable and useable
- Coverage in core indexing sources
- The ability to enhance access through standards of classification, standardized description, and metadata assignments with persistent identifiers
- Pervasiveness of coverage of subject or discipline
- Availability of statistics and conformity to standards
- Preservation and conservation expenses
- Storage and access of resources in all formats including digital
- Resource sharing possibilities, contractual obligations, and benefits to the UIW community

Responsible Parties for Selection and Access Development

The Dean and Directors of the UIW Libraries are ultimately responsible for ensuring that the collections of the libraries are developed and maintained in support of the curricular programs of the university, in support of the pedagogical and teaching development of faculty, in support of the research and scholarship of faculty, students, and staff, as well as the mission of the libraries. The dean delegates responsibilities and the coordination for certain aspects of collection and access development to library directors and the libraries' collection development committee. Faculty are embedded in this process through their needs as primary clientele and as owners of the curriculum in close collaboration with liaison librarians. Through avenues of representation such as the Faculty Library Advisory Council, the Academic Dean's Council, the Curriculum Councils, and through direct communication through liaisons and at service desks, stakeholder input is gathered to ensure that access to resources support the curricular and research mission of the university. (**Librarian Liaison information, see [Appendix C](#)**).

General Collection and Format Guidelines

The UIW Libraries will provide access to resources in all appropriate current and emerging formats. Preference will be given to digital formats with an idea of their preservation, security, and continued accessibility. Exceptions to this preference can include the nature of the resource and its purpose as well as the discipline. Collection levels are helpful in understanding priorities for collections and access building. UIW is not an [RI or RII level institution](#). The libraries are unable to collect / provide access at a comprehensive level but will provide collections / access that is appropriate to support the mission of the institution.

Collection Level Definitions

Out of Scope - Libraries do not intentionally collect materials in any format for this subject.

Minimal Information Level - Minimal inquiries or need

Core Information Level - Supports the introduction and definition of a core lower-level interest/curriculum

Undergraduate Upper Level/Graduate Support Level - Collections that provide information about a subject in a systematic way and support the needs of students and support instruction at the upper undergraduate and master's levels

Doctoral Program Support Level - A collection that contains or provides access to the major published source materials required for doctoral study and independent research.

Health Professions Program Support Level - A collection that contains or provides access to major published source and clinical resources required for health professions doctorate candidates

[Audio/Visual Collections Guidelines](#)

Audiovisual materials are collected and licensed to directly support the curricular programs of the university. These items are considered of timely and significant instructional value. Cost is one factor in determining content format as are other general collection guidelines. Items that are licensed/subscribed are subject to the evaluative processes of other continuing cost resources. Other considerations include:

- Consideration of the longevity and accessibility of newly emerging formats
- Formats should be compatible with US technical standards
- Only legally acquired and accessible items will be selected
- Items dependent on dying technological formats are generally not considered.
- Licensing and subscription models designed for individual use and not for institutional use are outside the scope of this policy.
- On-demand streaming cost-models will be considered on a case-by-case basis with consideration for the nature of the course, projected frequency of use, projected number of users the material supports, accessibility, availability of usage data, longevity of access terms
- Public performance rights bundling and cost

(See [Audiovisuals CD LibGuide](#))

Electronic/Digital Resources Technical Selection Criteria

- Preference for broad and automated remote access with limits on location restrictions
- Preference for unlimited simultaneous use (site licensing)
- Absence of additional NON-standard or proprietary technology, additional fees, registrations, barriers for accessing text directly and supporting alternative methods of viewing / accessing content
- Ease of use for end users
- Adequate options for output
- Enhanced features in search and output
- Adherence to established standards for readability and usability
- Availability of digital archiving rights
- Ease of archiving, replacing, preserving
- Quality of/and current retrieval/search engine and other advanced user function
- Compliance with established licensing terms such as: right to include in course packs; interlibrary loan, patron privacy, terms of use on activities like resource sharing and data mining
- Availability of standardized usage statistics and management of such statistics
- Availability of quality vendor support
- Suitability for Libraries through contract terms. Libraries will not license resources for individuals or for terms that are not structured for institutional use
- ADA Compliance: resources must meet accessibility standards and universal design

Guidelines for Licensing Terms for Vendors

UIW Libraries will avoid the following terms:

- Vendors whose products are prohibitively costly
- Vendors whose licensing terms do not allow for fair use
- Vendors whose licensing terms require access through a single username/password or email and whose licensing terms are not available to institutions
- Vendors whose licensing terms require the monitoring of patron use
- Vendors who do not protect the privacy and security of user data
- Vendors whose licensing terms require UIW to supply them with patron records
- Vendors who do not allow for adequate time in complying with access terms
- Vendors who traffic in predatory publishing practices

Gifts

The Libraries welcome donations from individuals or other entities to enrich programs, collections, and services. Gifts may come in donations of items or monetary donations. Monetary gifts are welcomed and can be contributed as both one-time or continuing gifts to the funds of an established library endowment or to a new endowment to be arranged through the institutional development office and the Dean of Libraries. Funds may also be earmarked as one-time gifts. Donors are encouraged to contact the Dean of Libraries about special, endowment, and continuing cost kinds of gifts. For smaller monetary donations, contact the Director of Technical Services. All donated items are subject to the same criteria for building collections and access listed in this policy. Because of limited funding and staff time to assess, process, and house gift items, large item donations will need to be preceded by an itemized list. Space to house collections is always a consideration. More information on the policy for item donations can be found on the [UIW Libraries Gift Donation Form](#).

Items of particular interest:

- Gifts of publications/productions by UIW faculty in relation to program and mission support.
- Unique items in good condition that are critical to the UIW Libraries Mission, and which are not superfluous or in excess of already owned content.
- Unique, mission-supportive items that are not available commercially
- Special or rare and valued items that have historical relevance and advance scholarship

Special Collections and Formats Guidelines

UIW Libraries houses several collections of special value by the nature of their content, format, or historical importance. These collections are accessible in person with the objective to enhance access through digitization where appropriate. Special Collections have been built through donation and supported through library endowments and are governed by the general guidelines of this policy. Donations to Special Collections are considered on a case-by-case basis as the preservation, storage, and access needs of these collections require time, space, and funding.

Collection Maintenance

Collection maintenance in an academic library is dependent on the institutional mission. Like collection and access, the deselection and disposition of materials are guided by several factors. Owned digital content such as e-books are evaluated using similar criteria as physical items for deselection. Processes for collection maintenance are

developed by appropriate staff and the Collection Development Committee. Lack of circulation is one criterion for review. Other criteria include:

- Content is out-of-date/superseded and not designated as having historical or core importance
- Items that are surplus to need
- Items that are damaged or have deteriorated
- Replacement of damaged/lost items are subject to the same process as acquiring new resources
- Items that have been reviewed by liaison librarians and discipline faculty as no longer appropriate or relevant
- Items that support a discipline or subject area that is no longer offered by UIW and have little cross-disciplinary content
- Relocation of items to closed stacks for lesser used materials and to make space for new acquisitions in main stacks
- Items will reside with their LC or NLM class unless given an exception by collection managers

Criteria for Consideration

- Objectivity of resource and openness to verification and validation
- Interdisciplinary nature of resource
- Predicted value and importance of the resource based on growth and known programmatic direction (core)
- Nature of the expense (discretionary, continuing cost), predicted cost per use, total cost, method of licensing or purchase
- Uniqueness of content/treatment of subject

- Strength of subject matter coverage in the collection / duplication of coverage
- Reputation of publication
- Authoritativeness of author producer
- Research methods follow academic standard / scientific method
- Currency if important to the field
- Benefits and the ability to support resource sharing efforts through consortial agreements
- Complies with U.S. Copyright legislation and regulation and supports fair use

Non-Selection Criteria

Any resource that does not align with the guidelines of this policy without an exception from the collection manager

- Paper runs of serial publications outside of the titles for the browsing collection
- Single issue/limited runs
- Commemorative newspapers
- Current commercial textbooks and other direct course materials. This does not include library materials in use by an instructor as part of a No Additional Cost learning object or owner-provided textbooks placed on course reserve
- Student work except dissertation and theses as part of the [Athenaeum](#)
- Photocopies/taped copies of original materials except as accepted [copyrighted preservation activities](#)
- Materials that require extensive conservation or complexity in hosting and access
- Unpublished work without the copyright holder's written permission
- Consumables

- Multiple copies of the same resource
- Popular fiction/recreational materials without curricular, literary merit / acclaim
- Gifts in dying or obsolete formats

Allocations of Funds

All UIW Libraries funding is set by the Provost with guidance from the CFO. The Dean of Libraries develops a budget request for overall funding that includes allocations of funds available for library resources that are discretionary. Funding requests are guided by the Academic Master Plan as well as current programming. Budgets include the coverage of current programs and services, projected program growth, and inflationary costs.

The Libraries support programs through funds allocated to main campus and the health professions. Because of the nature of funding for libraries (discretionary and continuing cost), allocation of funds is only done for discretionary spending. These funds are allocated on a percentage-based allocation formula that considers the following:

- The level of the program
- The headcount of current and projected numbers in a program
- Anticipated and approved programs through the Academic Master Plan
- The nature of the field

Appendix A: Definition of Terms

Article Processing Charges – fees charged to authors by journal publishers during the publication process. APC's are not funded out of library collection budgets. The scholarly communications librarian and liaison librarians can be helpful in navigating this process. Related terms: Open Access ; Predatory Publishing

Community Users and Visiting Scholars access– access to collections and resources are in-person and for limited times.

Continuing Cost Expenditures - content resources that are subscribed to in support of teaching, learning, and scholarship that may require a license with terms of use and a general expectation that access will be renewed annually. Typically, these items such as databases, journals, and other periodicals have an inflationary characteristic. This content can include streaming media and e-books as well. Individual streaming services that do not have institutional licensing models are outside the scope of library acquisition.

Continuing Cost Metrics – various data used to evaluate the continuing need/value of a continuing cost resource. Metrics are monitored on an ongoing basis with a full review by stakeholders on a biennial basis. Metrics can include data such as cost, usability and access formats, cost per use/runs of usage data, coverage overlap, pervasiveness of subject coverage, core to discipline, interdisciplinary nature, level of need, alternative access, coverage in stable platforms, indexing, etc.

Course Materials – typically thought of as course textbooks or inclusive package materials. Can come in physical and electronic format and can be from commercial vendors or supported through open access.

Curated Websites and Web Content – appropriate websites and web content are curated in support of the curriculum and research in the form of UIW Libraries LibGuides. These guides curate appropriate content in Course / Assignment Guides, Topic Guides and Discipline Guides. For more information – see [Library Research Guides](#)

Curriculum Councils – standing councils of the Faculty Senate that review curriculum changes, proposals, and substantive level changes for both undergraduate and graduate/professional programs at the institutional level.

Dean's Council – academic deans/associate provosts from all schools who serve on the Provost's Council and on either Health Professions Deans Council or Main Campus Working Deans Council (includes Dean of SPS and the Dean of Libraries)

Desiderata – items that are not part of the Library Impact Statement can be either discretionary but most often are continuing cost and are requested by faculty/students as new resources in support of established programs. Items on the Desiderata List are vetted through the collection management process but remain unacquired due to lack of allocated funds. Liaison librarians work with requestor's when items are deemed desiderata.

Discretionary Expenditures – library funds allocated for one-time purchases with no obligation for continued expense. Typically, items such as physical or electronic books or physical media not in a series. All other information sources that are not licensed or in a series.

Faculty (Main and Health Professions) Library Advisory Council – members of this council serve in an advisory and liaison capacity to and from UIW Libraries to their respective schools and the student body. Members are asked to disseminate information about policies, programs, and services to their fellow faculty and bring ideas and concerns from their colleagues to Library administration.

General Collections – circulating collections of the UIW Libraries. This includes the **AV/Media, Musical Score, and Oversized** Collections

Liaison/Discipline Librarian – a librarian who works directly with faculty from specific programs and schools to build collections and access in support of teaching, learning, and scholarship. Liaisons also support co-curricular instruction and research in specific disciplines.

Library Impact Statement – a process developed that allows liaison librarians to work with faculty / program leads to determine the adequacy of library resources and specialized staff when new or substantively changed programs are proposed through

the curriculum councils. This process is built as part of the program prospectus and in the development of the proforma budgets for new programs as part of the UIW Academic Master Plan.

Open Access – a publishing model for scholarly communication that makes research information, including publication and data, immediately available to readers at no cost. For more information – [UIW Libraries Open Access LibGuide](#)

Open Educational Resources and Open Data – teaching, learning, and research materials that are in the public domain or introduced with an open license. The nature of these open materials allows anyone to legally and freely copy, use, adapt and re-share them. OER's range from textbooks to curricula, syllabi, lecture notes, assignments, tests, projects, audio, video, and animation. Open data are data sets that are available to anyone to legally and freely copy, use, adapt, and reshare. For more information see [UIW Libraries Open Educational Resources LibGuide; UIW Open Data LibGuide.](#)

[Predatory Publishing](#) – publications and publishing practices that follow unethical practices, are usually of low quality, typically charge author publishing fees without editorial oversight and peer review. Open access does not equate to predatory so authors should use multiple criteria to determine if a publication has characteristics of a predatory publisher. Related terms – Open Access ; Article Publishing Charges

Primary Users – UIW currently enrolled students, faculty, and staff. Most collections and resources are available to all primary users. Some resources are limited to students/faculty in certain programs.

Public Performance Rights – many of the A/V materials in the Libraries' collections that are accessible through licensing do not hold any public performance rights which allows them to be shown to members of a community outside of a direct instructor-mediated situation. There are a considerable number of titles that do have PPR. Items can be identified with the PPR in ALMA.

[Remote or Off-Campus Access](#) – access to licensed and purchased digital resources through the Libraries’ authentication system. Users can authenticate through with their username and password.

[Repository \(Athenaeum\)](#) – UIW Libraries hosted, open-access repository for research, scholarship, and creative works by the UIW community.

[Resource Sharing and Interlibrary Loan](#) – UIW Libraries enables borrowing and lending of items in its collections to enhance the availability of resources to UIW students, faculty, and staff.

Selection – the Libraries’ process of either acquiring information resources through purchase, curating appropriate resources through open sources, and/or providing access through licensing and enabling discovery through UIW Libraries platforms. Typically, items that are continuing cost and/or over a certain amount will have additional criteria applied to the request for selection. *See Desiderata*

Special Collections – items in the Mabee Library Collection that have been identified as most-valued/rare or were donated as part of a whole collection

[TexShare Borrowing](#) – UIW students, faculty, and staff in good standing with the libraries may obtain a statewide direct borrowing card that allows directly borrowing items from other Texas libraries. *See Resource Sharing and Interlibrary Loan.*

Appendix B: Review Forms

ELECTRONIC RESOURCE EVALUATION FORM
General Information

Request/Proposal Date: _____

Initial request made by: <input type="radio"/> Faculty <input type="radio"/> Staff <input type="radio"/> Librarian Department/Office/Library _____ Name _____ Email _____
Resource Name: _____ <i>(specific resource or collection name, not platform)</i> Resource Information: _____ <i>(URL of page that provides information about the resource)</i> Vendor/Publisher: _____ Vendor/Publisher Contact Information: _____ Discipline Liaison Librarian*: _____ <i>(liaison librarian under whose discipline the requested resource falls)</i> <i>*Resources spanning multiple areas of disciplinary support will be assigned to the liaison from the Dean's office.</i>
Supports: <input type="checkbox"/> Academic Program(s) School _____ Degree _____ Level _____ <i>(select from https://www.uivw.edu/academics/academic-programs.html)</i> <input type="checkbox"/> Faculty/Staff Professional Development or Research School or Department _____ <i>(school or department name, not subject/discipline)</i> <input type="checkbox"/> General UIW or Local Community Learning/Recreation Specify _____ <i>(group(s) benefitted by potential acquisition)</i>

ELECTRONIC RESOURCE EVALUATION FORM

Technical Information

Content Type(s):				
<input type="checkbox"/> Journals	<input type="checkbox"/> Newspapers	<input type="checkbox"/> Books	<input type="checkbox"/> Reports	<input type="checkbox"/> Reference Works
<input type="checkbox"/> Data	<input type="checkbox"/> Images	<input type="checkbox"/> Video Recordings	<input type="checkbox"/> Audio Recordings	<input type="checkbox"/> Documents
<input type="checkbox"/> Case Studies	<input type="checkbox"/> Other (specify) _____			
<i>(mark primary content types comprising bulk of the resource)</i>				
Content Overlap with Existing Resources: <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, specify) _____				
Access Model(s): <input type="checkbox"/> Unlimited/Site License <input type="checkbox"/> Concurrent Users/Seats (specify number) _____				
Authentication Model(s):				
<input type="checkbox"/> IP Recognition <input type="checkbox"/> Username/Password <input type="checkbox"/> Registration Link <input type="checkbox"/> None (freely available)				
Usage Statistics Available: <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, specify): <input type="checkbox"/> Counter <input type="checkbox"/> Vendor Metric				

Cost and Purchasing Information

Quoted Cost: _____		
Pricing Model(s):		
<input type="checkbox"/> FTE	<input type="checkbox"/> FTE of Selected Users	<input type="checkbox"/> Number of Users
<input type="checkbox"/> Carnegie Classification	<input type="checkbox"/> Vendor-Specified FTE Tiers	<input type="checkbox"/> One-Time Fee + Annual Access/ Platform Fee
Multi-Year License and Pricing Available: <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, specify): _____		
Consortium Purchase Available: <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, specify): _____		
Library Budget Category: <input type="checkbox"/> Database <input type="checkbox"/> Books <input type="checkbox"/> Media <input type="checkbox"/> Journals		

Date _____

RESOURCE EVALUATION ASSESSMENT

Resource recommended for adoption: No Yes (provide brief explanation below):

Library Impact Statement – Rationale and Procedure

Rationale

The UIW Libraries will develop a Library Impact Statement (LIS) for use when new programs (majors or degrees) or [substantive changes](#) to current programs are proposed. Our objective is to work with program leads / deans to evaluate the needs of these programs in advance of their adoption. Working actively rather than reactively, we may assure that our collections, resources, and instructional support services are appropriate and relevant and supportive to our students and faculty in all programs. This will ensure that all programs are being well supported and that we are not having to continually reallocate a shrinking pool of funds with a budget asked to stretch as new / changed programs are brought online. This will be accompanied by information about which programs are being phased out or downsized so that UIW Libraries may budget accordingly.

Procedure

As program leads prepare to submit a new / substantively changed program proposal, they should contact the discipline liaison librarian who will guide them in next steps of the LIS process. Program leads will be asked to complete a questionnaire about core resources. The assigned librarian will then prepare an assessment of a) the suitability/strength of existing resources; b) the new resources required to support the new / substantively changed program; c) the information skills education required by the students; and d) the funds needed for library resources and appropriate staffing for instructional support services. Reports will be vetted through the Collection Management Officer, forwarded to the appropriate Associate Vice Provost and Dean, and then returned to the faculty for inclusion in the program proposal.

LIS requests should be submitted toward the beginning of a proposal process so that the information in the analysis can be considered moving forward. The LIS process can correspond and be made prior to the departmental review. Consider that an LIS should be ready to submit at the time of Discipline Chair / Coordinator review and be sent with all other program review materials through the approval process. This is an important step in realizing fully the cost of a

new / substantively changed program because the majority of library expenses to support these programs are continuing cost (annual) and not discretionary (one-time).

Summary and Conclusion

The Libraries endorse the concept of expanding or redesigning the curriculum as a vital and necessary aspect of academic work. As best practices and trends emerge that UIW wishes to adopt, we should be advocates for the creative and futuristic ventures devised by our faculty. At the same time, it is the Libraries' responsibility to assure that the corresponding resources and appropriate support services required by new / substantively changed programs can effectively meet program needs for teaching and research. Failure to plan and budget appropriately can result in shortchanging students in current programs and diminishing the potential of new and substantively changed programs. The Library Impact Statement affords the opportunity for collaboration and prospective planning to the University, its faculty, and its students and serves as evidence of stakeholder involvement with accrediting and compliance bodies.

LIBRARY IMPACT STATEMENT

(New / Substantively Changed Program Proposal)

LIBRARIAN LIAISON ASSESSMENT

The Collection Management Officer will appoint the appropriate liaison librarian to complete this form as requested, assessing appropriate library resources and services as detailed below. Liaison Librarians who receive requests for Library Impact Statements for new/substantially changed programs should forward those requests to the CMO to ensure timely response.

Select One:

New Program

Substantively Changed Program

Criteria for change (example: degree level change)

College / School: _____

Department / Program: _____

Program Lead / Initiating Faculty: _____

Questionnaire Return Date: or N//A _____

Date received: _____ Date returned: _____

Librarian Completing Assessment: _____

Collection Management Officer: _____

Assessment of:

- Suitability of existing library resources;
- New library resources required to support the program;
- Information skills education required by the students; and
- Funds needed for library materials and services;
- Specialized staff for new programs (Dean of Libraries)

Please include:

1. What library holdings already exist in relevant subject categories?

2. What core licenses/purchases are anticipated to support this program / program change? Give an idea of cost in support of these core materials (see #5) Will this program be offered as part of a consortium? If so, please provide level of support and cooperation offered and needed.

3. Does UIW have the essential core journals / databases as noted in the questionnaire to faculty / program leads?

4. What information literacy mastery sessions will be required for the students? What new mastery focus should UIW Libraries develop in partnership with program leads and faculty? What costs might be associated with the development of this instructional support service?

(NOTE: This is related to discipline librarian being available to create instructional support resources and curricular partnerships)

5. What is the approximate cost to acquire the materials / services necessary? Define the expenses as continuing costs / one-time discretionary purchases.

(NOTE: Continuing Cost resources are subject to annual inflation so factor in the expense of continuing cost items on average 5 to 10%)

6. Comments or information directly from Program Lead

Appendix C: Liaison Contact Information

Paul Andersen	Business, Sports Management, Communication Arts	(210) 832-2119 panderse@uiwtx.edu
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