

# 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 / faculty 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 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 faculty 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. We recommend that the request be made at the time of the department 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.

## 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'S 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 different programs should forward those requests to the CMO to ensure timely response.

New Program:

Substantively Changed Program:

Criteria for change: \_\_\_\_\_

Program:

Department & College:

Program Lead / Faculty:

Questionnaire Return Date: or N/A \_\_\_\_\_

Date received: \_\_\_\_\_ Date returned: \_\_\_\_\_

Librarian Completing Assessment: Reb

Collection Management Officer: Tracey Mendoza

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 7 to 15%)

**6. Comments or information directly from Program Lead**