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# PROGRAM AND DEPARTMENT REVIEW COMMITTEE REPORT ON LIBRARY SUPPORT FOR NEW PROGRAMS

# Instructions:

For submission with the PDRC report, the office of the Dean of Libraries will compile a report that includes the following information. The *quantitative data* required for Section I will be aggregated from the appropriate library staff; the *qualitative data* required for Sections II and III will be provided to the Dean of Libraries by the Program Administrators.

# Library support for academic programs

Please include documentation and evidence for the following library related questions:

Section I: Library Report on Materials and Services

**From the Dean of Libraries, obtain a report on current library materials and services supporting your program.**

Include a report on **holdings and licensed access** with reference to:

                Books and other media               No. of volumes               Currency

                Periodicals        No. of print       No. of online

                Databases/publisher e-journal packages that support your program

Section II: Report on Program Requirements that Assume the Library

**From the Program Director, obtain a report on library materials and services supporting your program.**

Include a list of **benchmark institutions** with which library holdings and support can be compared.

Include documentation of **accreditation** requirements that reference the library from both disciplinary organizations and HLC.

Include an **assessment of adequacy of James White Library support** at the program level**,** documenting with evidence the strengths, weaknesses, expectations, successes, needs, and wishes for the library. May be completed in consultation with library personnel.

Create a list of **essential journals, databases and other resources (**including streaming video) not currently held by James White Library

Estimate with supporting evidence the startup **Library Materials Budget** needed to properly support the program.

Estimate with supporting evidence the annual **Library Materials Budget** needed to properly support the program.

Section III: Report on the Role of the Library in Pedagogy

**From Program Faculty, obtain a report on how library materials/resources will factor into program outcomes.**

Include a **Profile of Scholarly Communication** pertinent to the disciplinary context of the program, and document how students through their coursework will engage in those literatures.

Include a statement on how **Information Literacy** competencies will be integrated and assessed throughout the program with specific reference to the information literacy rubrics in the AU UFO documents. May be completed in consultation with library personnel.

Include the **bulletin description of capstone projects, theses, or dissertations** if required.

Include an evaluation of a related current **subject guide/portal using the LibGuide software**, and annotate with suggestions and questions. Make recommendations for a new **guide.** May be completed in consultation with library personnel.