

Workbook 1 – Analyzing Library Capacity

Complete this workbook to assess the adequacy of library holdings and services prior to filling in the New Program Proposal Template itself. **You will transfer a summary of the key findings of the workbook to the new program proposal, but you will *also submit the workbook itself to the Provost's Office in the Full Proposal Phase.***

The Faculty Senate Library Committee reviews all proposals for new degree programs for adequacy of library holdings and services. To assist the committee in its deliberations, please address the topics below in your proposal in collaboration with the librarian(s) responsible for collection development in your discipline(s). The names of appropriate librarians are available from the Director of Libraries at 335-4558 or from your dean's office.

1. In specific terms, describe the adequacy of existing capacity:

Questions to ask:

- How adequate are the existing library collections for the proposed program?
- How adequate is the existing library equipment for the proposed program?
- How adequate are the existing personnel and services for the proposed program?
- How will this program contribute to the funding of existing serials, given their ever increasing costs?

Answer here:

The existing library monograph collections will need to be supplemented to support this program, which can be accomplished over several years. These materials will need to remain updated over time. This will likely cost approximately \$6500 for the initial investment.

The library's subscriptions to serials in the field of public health is adequate to support a Bachelor's program, as are the existing personnel and services. There are liaison librarians associated with each of the colleges in which this program will operate, who will work with

their subject faculty and one another to support the instructional and research components of the program.

The existing library equipment is sufficient to support the degree program, and includes campus libraries, computer terminals, integrated library system, courier system, interlibrary loan, remote access, printing, and more.

The program does not propose to fund the library for this program. Additional programs in the field of public health at the graduate level would require increased funding, but the libraries' existing budgets should be sufficient for a bachelors program if materials are purchased over several fiscal years.

2. What is the need for new library collections:

Areas to consider:

1. Serials (e.g., journals or indexes in print, electronic format, microform, etc.):
 - a. List new serials titles (and costs) that will be needed.
 - b. What funds have been designated for these titles and for the ongoing serials subscriptions?
 - c. Can any of your current serials subscriptions be cancelled to purchase the new titles?
 - d. What additional library equipment will be needed and how will it be funded (e.g., terminals, CD-ROM readers, etc.)?

2. Monographs (e.g., books in print, electronic format, etc.):
 - a. Will monographs need to be purchased?
 - b. Have continuing funds been designated for these and future purchases?
 - c. What additional library equipment will be needed and how will it be funded (e.g., terminals, CD-ROM readers, etc.)?

3. Media (e.g., films, videotapes, sound recordings, etc.):
 - a. Are media materials needed?
 - b. Have funds been designated?
 - c. What additional multimedia equipment will be needed and how will it be funded?

Answer here:

No new serials will need to be acquired or subscribed to in order to support a bachelors program in Public Health.

New monographs will be needed to support the program, which will cost approximately \$6500 as a one-time cost, and will need to be kept updated over time. These will be covered by the existing collections budgets at the Pullman libraries, Vancouver Library, and Health Sciences Library. These will be purchased either in print or electronically depending on availability and cost. Several titles may require duplicate copies due to the multi-campus nature of the program.

No specific media have been identified as required for the program, and small or incidental purchases can be accommodated as part of the collections development.

3. What new library personnel will be needed?

Questions to ask:

- Will specialized expertise be required to serve your new program?
- Will additional library staff or faculty need to be hired?
- If so, how will the position(s) be funded?

Answer here:

No new library personnel will be needed to serve the program, as existing personnel have the expertise and ability to liaise with and support the courses.

4. What additional library services will be needed?

Questions to ask:

- To what extent will additional interlibrary loan services be required?
- On-line network access?
- References services?
- Library user education?

Answer here:

Students and faculty will require access to interlibrary loan services, remote access to materials, reference services, and library user education. All of these are established services that are accessible to all WSU affiliates, and no new services are required.

5. For programs offered away from the Pullman campus: To what extent will collections and services be provided from Pullman and to what extent by other campus or local libraries?

As a multi-campus program, the libraries on the three campuses will work together to support the needed collections and services. The three campus libraries are funded separately by each of the campuses, and their funds will be used to support the specific programs held on each campus. Similarly, the librarians and staff on each campus will support the services needed on their respective campuses, including instruction, reference, circulation, and interlibrary loan.

6. Are there any other library resource considerations (*e.g., additional space*)?

There are no other library resource considerations.

Please summarize this information on the new Program Proposal Template [URL] and also submit this worksheet to the Provost's Office with the proposal itself.