

## **NEW PROGRAMS OR EXTENDING A DEGREE: 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/extending a degree proposal form.

The Faculty Senate Library Committee reviews all proposals for new degree and extended 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 library's collections provide a range of resources relevant to a Bachelors' in Social Work program. Database subscriptions include: APA PsycInfo, Academic Search Complete, Sociological Abstracts, Eric, Health and Psychosocial Instruments, PsychiatryOnline, Sage Research Methods, and Social Services Abstracts. Some additional monographs may be required due to new course requirements and to supplement existing material in the psychological and social sciences.

There is a tenure-track faculty librarian assigned to work with the College of Nursing, who will serve as the primary point of contact for the Social Work program. This librarian will work collaboratively with other librarians more familiar with psychological and social sciences to provide high quality services to the new program. It should be noted that this position is physically based in Spokane, and therefore their services will be available remotely.

The library will be able to provide access to monographs through the Tri-Cities library, which houses a small collection, and will be supplemented by delivery of physical materials from any other WSU library, the Summit consortium, and interlibrary loan. Most periodicals and other scholarly resources are available digitally and will be easily accessible to all students and faculty.

## 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., computers, desks/tables, 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?
3. Media (e.g., DVDs, 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:**

There is no immediate need to acquire new serials for the Bachelors program. Some monographs may be needed to support classes, including both required and supplementary texts. This is due to the new class material but also the physical location of the program. Existing print materials may need to be purchased for use in Tri-Cities depending on the extent and immediacy of use. These limited purchases can be provided by the Tri-Cities or Health Sciences Libraries and do not require additional funding to support a Bachelors-level program.

It should be noted that many of the current database subscriptions relevant to the field of social work are funded by the Pullman libraries, and have recently been considered for cancellation due to budgetary constraints. It is advisable for the College of Nursing and Social Work program to prepare funding for these subscriptions if they are deemed necessary for the field of Social Work given the unstable current funding model.

### 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:**

There is adequate library staff to provide circulation and interlibrary loan services for the Social Work program. It should be noted that the liaison librarian for this program is physically based in Spokane and may not be able to provide in-person instruction or reference services. Current programs at Tri-Cities access library services remotely, and instruction is provided either asynchronously or through Zoom simultaneously with Spokane-based cohorts. With a Tri-Cities-based program, consideration should be given to the limited in-person availability of a faculty librarian. Zoom-based reference and instruction services will be available within current staffing levels.

### 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?
- If so, have funds been designated for this purpose?

**Answer here:**

As referenced in Question 3, there may be additional need for reference services, library user education, and research instruction. This can currently be provided remotely by the faculty librarian or through online/asynchronous

instructional materials. It is the view of the Health Sciences Library that these services are sufficient.

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?**

**Answer here:**

Collections and services will be provided by the Tri-Cities or Health Sciences Library. Most funding for collections that support programs in the College of Nursing is provided by the College of Nursing rather than the budget of the Health Sciences Library. The College of Nursing should prepare for the possibility that funding may be required for continuation of some existing subscription resources.

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

**Answer here:**

It should be noted that while existing library services and collections are adequate to support a Bachelor's degree program in Social Work, significant additions may be required for any future graduate degrees in order to support the research needs of students and to attract research faculty.

Please summarize this information on the new Program Proposal Template.