

## **Standard 5.B.4 – Opportunities are provided for faculty, staff, and students to participate in the planning and development of the library and information resources and services.**

### **Response by the Faculty Library Committee (March 9, 2009)**

There are quite a few ways for faculty, staff, and students to participate in the planning and development of the library and information resources and services. A high priority for most faculty users is probably how to convince the library to order the books, journals, and other resources they need. There are several mechanisms to facilitate user driven collection requests; this is discussed under **Collection Development** (<http://www.lib.umt.edu/node/126>). Each academic department selects a **Departmental Library Representative** who works closely with a **Liaison Librarian** to ensure that departmental needs are met. The **Faculty Library Committee (FLC)** meets monthly during the academic year; its membership includes two undergraduate students and one graduate student, and, as an ex-officio member, the Dean of Library Services. Usually twice a year, the chair of the FLC reports to the Faculty Senate about relevant issues. Additionally, the Library gathers input from its users through surveys (LibQUAL+, see <http://www.lib.umt.edu/assessment>) and requests feedback from users on its “Contact” web page (<http://www.lib.umt.edu/contact>).

An example of the involvement of the FLC in library planning and development is provided here. The FLC discussed extensively the role of the library in approving new programs. Since 2005/2006, the Library Dean’s approval is needed for new Level II curriculum changes. In 2007/2008, the FLC authored a resolution, adopted by the Faculty Senate, urging the administration to provide adequate funding for the Library needs of new programs and centers. A (now implemented) part of the resolution was adding to the Level II Regential Form (required for approving new programs and centers) on the cover page space for a short “Library Impact Statement” by the Dean of Libraries, addressing the question: Are the resources included in the proposal sufficient to adequately support the new program’s library needs? The Dean of Libraries typically requests the appropriate Liaison Librarian to conduct an assessment of the expected teaching, learning, and research needs of the new program or center and after receiving a summary formulates a response.

In the opinion of the FLC, ample opportunity is provided to faculty and students to participate in library planning. Moreover, to the knowledge of the FLC, faculty in general seem quite content with the services and resources provided by the library.

**The Faculty Library Committee (FLC):** The FLC is a subcommittee of the Faculty Senate. The FLC provides a mechanism for communication between the faculty, the library faculty, and the Dean of the Library. The FLC provides feedback to the Dean of the Library on issues concerning the library that affect the

faculty. The FLC communicates regularly to the Faculty Senate on issues concerning the library. As described in the Faculty Senate Bylaws, the FLC membership consists of eight faculty members, three student members, and one staff member. At the monthly FLC meetings, the Dean of Library Services gives updates on all relevant library issues, and requests feedback. The FLC is involved in all major issues directly affecting faculty. The chair of the FLC also meets once a year with the faculty of the Mansfield Library.

**Departmental Library Representatives:** Faculty are chosen by their respective departments to be the Departmental Library Representative (<http://www.lib.umt.edu/libraryreps>). The role of the Departmental Library Representative is to communicate department faculty issues to the library; communicate library issues to department faculty; coordinate department requests for monograph, media, journal, or database resources; consult and collaborate with the Liaison Librarian; bring information resource access issues to the attention of the Liaison Librarian; and collaborate with the Liaison Librarian on information literacy planning across the department curriculum. In all of this the representative works closely with the Liaison Librarian for their discipline.

**Liaison Librarians:** Each department and program has a member of the library faculty as a library liaison (<http://www.lib.umt.edu/liaisons>). For a current list of liaisons, see <http://www.lib.umt.edu/integratedinstruction>. Liaison Librarians provide library services to the campus community, working with students, faculty, and staff in the University's colleges and departments. Liaisons understand the information needs of the academic units to which they are assigned and represent the needs of these units within the library. Liaisons are also knowledgeable about library resources and services and convey information about these to their academic units. Liaisons Librarians actively participate in instruction activities; the central mission of library instruction is to create information literate students (<http://www.lib.umt.edu/informationliteracy>).

## **Appendix: Further information on the Faculty Library Committee**

This appendix gives a short description of the history of the Faculty Library Committee, in particular detailing its charge, and provides a summary of its activities since its creation in 2004.

### **A1. Background on the History and Charge of the Faculty Library Committee**

In February 2004, the Faculty Senate reconstituted the old "Library and Archives Committee" as the "Faculty Library Committee"; the new committee met for the first time in April 2004. It is worthwhile to compare the charges and reporting structure of the two committees.

The old **Library and Archives Committee** was a University Committee, which, although under Faculty Senate Oversight, reported to the President of the University. Its charge was:

1. To advise, consult with, and make proposals to the Dean of Library Services and the University administration in development of policies governing operation of the Library;
2. to review the Library budget and submit a written evaluation to the Dean of Library Services and the President;

3. to provide the President with an annual written report on the Committee's evaluation of the Library.

In contrast, the new **Faculty Library Committee** (FLC) is a Faculty Senate Committee, reporting to the Faculty Senate. The FLC's charge is much more detailed:

1. Facilitate effective communication and cooperation between the University libraries and the Faculty Senate. To this end, the committee will:
  - a. ordinarily meet monthly during the academic year;
  - b. continue to maintain open lines of communication between the Faculty Senate and the Library Faculty, Administration, and Staff;
  - c. review annual library acquisitions budget;
  - d. provide a mechanism for continuous and periodic university faculty input to the Faculty Library Committee regarding the libraries, collections, and other faculty needs;
  - e. ensure that the Chair of the Faculty Library Committee will meet with the Library Faculty at least once every academic year;
  - f. attend to, and when appropriate, advocate on behalf of the development of the Library's resources and services.
2. Assist the Library in its development of collections, services, and relevant policies that advance the University of Montana-Missoula's commitment to academic growth and excellence.
3. Consult with the University and Library administrations to promote effective communication about the libraries and their roles within the community.
4. Participate in the selection and periodic evaluations of the Dean of Library Services.
5. Participate in the accreditation processes affecting or involving the UM-M libraries.
6. Report periodically as needed to the Faculty Senate throughout the year.
7. Prepare an annual written report of the Committee and Library activities for the academic year. These will be kept in the Faculty Senate Office to facilitate continuity.

One of the FLC's most important functions is to enable effective communication between the Faculty Senate and the Library, as detailed in items 1, 3, 6, and 7.

## **A2. Selective Summary of the FLC's Activities 2004-2008**

Since one of the primary functions of the FLC is enabling effective communication between the Library and the Faculty Senate, a large part of each FLC meeting consists of communications and reports by the Dean of Libraries and other members of the Library. Relevant items are communicated by the FLC to the Faculty Senate, usually via its biannual reports.

In its first two years, the FLC spent a significant amount of time on reviewing the acquisitions budget and the "monographs formula" used to allocate the funds to purchase books in the various disciplines. Since the Library switched to a Core Approval Plan, reviewing the acquisition budget has been a less controversial and less time-consuming agenda item.

The FLC was involved in the evaluation of the LibQUAL+ Library Surveys conducted in 2004 and 2006.

The FLC was involved in the search for the new Dean of Libraries conducted in 2005/2006.

The FLC created in 2006 a "Procedures and Guidelines" document (available on the committee's web site, <http://www.umt.edu/facultysenate/main/Library.htm>). This document is intended as a working document for the use of the FLC, and can be amended by the FLC at any time. It is a guideline of the procedures used by the FLC, and contains quite a bit of information about the Library. It was updated during Fall 2008.

The FLC participated in many discussions and briefings, over several years, about the Approval Book Plan. The FLC was informed as the library evolved from department allocations for monograph and media purchases each year into an ongoing comprehensive Core Approval Plan for all departments with additional supplemental orders accepted as needed for monographs and media.

The FLC discussed extensively the role of the library in approving new programs. Since 2005/2006, the Library Dean's approval is needed for new Level II curriculum changes. In 2007/2008, the FLC authored a resolution, adopted by the Faculty Senate, urging the administration to provide adequate funding for the Library needs of new programs and centers. A (now implemented) part of the resolution was adding to the Level II Regential Form on the cover page space for a short "Library Impact Statement" by the Dean of Libraries, addressing the question: Are the resources included in the proposal sufficient to adequately support the new program's library needs?

During Fall 2008, the FLC began discussions of its role in the reaccreditation of the University regarding Standard 5 (Library and Information Resources).

Many other issues were discussed by the FLC; details are in the biannual reports posted at the FLC's web site (<http://www.umt.edu/facultysenate/main/Library.htm>).