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# PROGRAM AND DEPARTMENT REVIEW COMMITTEE REPORT ON LIBRARY SUPPORT

# 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 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

Include a report on **library materials expenditures for schools and departments,** highlighting your department.

Include **Interlibrary Loan statistics** for your department over the past and current years.

Include **Digital Commons @ Andrews University report** for the program.

Include **LibGuides statistical report** for subject guides/portals relevant for the program.

Section II: Report on Program Requirements that Assume Using Library Resources and Services

**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 of the library. May be completed in consultation with library personnel.

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

**From Program Faculty, obtain a report on how library materials/resources 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 engage in those literatures.

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

Include documentation of the explicit **use of specific library resources** in syllabi.

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

Include an evaluation of the current **subject guide/portal using the LibGuide software**, and annotate with corrections and enhancements. If helpful, make recommendations for new/additional **guides.** May be completed in consultation with library personnel.