

USC Upstate Library
Library Portion of External (Academic) Program Review
An Outline

As of June 21, 2024

A. Purpose

From the USC Upstate Policy for Academic Program Reviews, ACAF 2.20 (See [usc-upstate-procedures-for-acaf-2.20-academic-program-review-2020.pdf](https://uscupstate.edu/usc-upstate-procedures-for-acaf-2.20-academic-program-review-2020.pdf) (uscupstate.edu))

3. Other Units Involved in Program Review

a. Library

The library faculty and staff will provide a description of the university libraries' collections, services, and resources that support the unit's instruction, scholarship/creative activity, and service endeavors. The Office of the Provost will notify the Dean of the Library each fall semester of units being reviewed during the academic year. The library information must be to the unit by October 15 so that it can be included in the self-study.

B. Shared responsibility

- Library Dean
- Library units: Collection Management, Technical Services, Library Technology and Access Services, Research Services, Instructional Services, and Archives and Special Collections, et al.
- Subject librarians for instruction and selection
- Relevant library committees (e.g., Outreach, Book Displays, Affordable Learning, et al.)

C. Data sources

- Alma Analytics (Technical Services/Library Technology)
- Annual ACRL Benchmark Survey (Dean)
- Annual reports for library units (see LRG LibGuide)
- Subject or course LibGuides
- *Magazines for Libraries* (reference collection)
- *Resources for College Libraries* (reference collection)
- SACSCOC report card for library (unique to USC Upstate) (Dean)

D. Narrative

1. Subject librarian

- Indicate the subject librarian(s) for the program—who selects materials, who teaches classes

2. Collections

- Collection policy statement (link), if relevant (website)

- Print and electronic books – number of volumes and/or titles, age of collection, call number ranges, strengths (Collections/Technical Services and Subject Librarian)
 - For number of e-books, you may use Alma Analytics or do a “manual” estimate by subject in e-book collections
- Journals/serials – number of titles; list of key titles (Collections/Technical Services personnel, Subject Librarian, *Magazines for Libraries*)
 - For number of titles, you may use Alma Analytics or do a “manual” estimate in the key journal databases
- Databases and other electronic resources– list of titles and brief descriptions (Collections/Technical Services, Subject Librarian, *Magazines for Libraries*, A to Z list on library website, relevant subject or course LibGuides)
- Audiovisual/media – as needed; number of items, item type, age, call number ranges, strengths (Collections/Technical Services and Subject Librarian)
- Archives and special collections – as needed; types of materials and brief description of contents (Collection/Technical Services, Archives/Special Collections)
- Scholar Commons/Institutional repository content – boilerplate language about the repository (USC Upstate content on Scholar Commons website)
 - May include publications, faculty deposits of preprints, public scholarship and research reports, capstone projects, and theses and dissertations
- Significant gifts and donations to the collection (materials, money)

3. Services

- Reference and research services – boilerplate language on services available (Research Services annual report)
 - Book a Librarian consultations specific to the program (Research Services annual report)
- Library instruction – boilerplate language on services available and statistics on instruction classes offered and students served over a period of time (e.g., 3 years) (Library Instruction Coordinator and Subject Librarian)
 - Classes taught (course number and name, attendance)
 - LibGuides/Instructional materials created (number and name, usage statistics)
- Programming and outreach (Dean, committees)
 - Exhibits, film series, faculty talks, book displays, et al.
- Affordable learning/Open educational resources (OER Coordinator) – boilerplate language; see also Relationships for collaborative efforts (OER Coordinator)
- Access services
 - Circulation – boilerplate language on circulation services (Access Services)
 - Interlibrary loan – boilerplate language on ILL services available (Access Services)
 - Course reserves – boilerplate language; courses that use the service (Access Services)
 - Equipment loans – if relevant to the program, types of equipment and circulation (Access Services)

- Facilities (as needed) – Study spaces and resources (e.g., “Anatomy Lab”) (Subject Librarian), boilerplate language for computing resources and labs (Library Technology and Access Services)
4. Relationships
- Consortial memberships that provide services and/or benefits, e.g., PASCAL, Carolina Consortium, University of South Carolina, Lyrisis, DISCUS/State Library, et al. – boilerplate language (Collections/Technical Services, Access Services, Dean)
 - Collaborations with disciplinary faculty (Subject Librarian, Research Services, Instruction, Dean)
 - Archival research, digital projects, grants, open educational resources, book and journal publishing, research data, et al.
5. Assessment
- If known, highlight any strengths or weaknesses in services and collections, addressing ways that the library intends to remedy any areas needing improvement (Dean, Collections, et al.)

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