

Linscheid Library Collaboration Plan

As an active partner in the academic life of East Central University, Linscheid Library shall collaborate with faculty to improve collection development, facilitate faculty research, and expand awareness of campus programming.

Collection Development

- The library will disseminate departmental budget information in August.
- The library will ensure that departmental budgets are spent in a timely and efficient manner.
- The library will ensure proper selection and de-selection of all collections, one per librarian per calendar year according to the weeding schedule.
- In order to achieve this, the library will adhere to the following best practices:
 1. Librarians will send standard memos to department chairs and liaisons within three days of faculty reporting back for the fall semester.
 2. Librarians will send monthly, or sooner, email updates to department chairs and liaisons detailing budget expenditures and balances.
 3. Syllabi discs will be obtained by the Instruction Librarian from the Office of Academic Affairs every fall. Librarians will survey the syllabi for needed materials.
 4. The Orders Assistant will create WorldCat Collection Analysis (WCA) lists in January to help librarians in the de-selection process.
 5. Librarians will consult with their liaison areas, providing deadlines for de-selection decisions, in all areas of collection development.

Documentation to consult (found on the Acquisitions Webpage):

- Collection Development Calendar
- Collection Development Handbook
- Collection Development Policy
- Library Liaison Handbook
- Weeding Handbook

Facilitate Faculty Research:

- Linscheid Library will facilitate faculty research by promoting library services and resources.
- Linscheid Library will facilitate faculty research by performing needed literature review searches.
- Linscheid Library will facilitate faculty research by providing free copies of materials.

Documentation to consult:

- Faculty Research Flyer
- Facilitating Faculty Research Form

Expand Awareness of Campus Programming:

- Linscheid Library shall expand awareness of campus programming by consulting/surveying academic departments about upcoming events.
- The Outreach Librarian will regularly check the campus calendar and alert the appropriate librarian(s) about upcoming events.
- Librarians will offer services to departments that will enhance their events.
- Librarians will follow standards set in the *Outreach and Events Marketing Plans*.
- Librarians will provide evaluation forms to participants after events. The forms will be sent to the Outreach Librarian.

Documentation to consult:

- Events Marketing Plan
- Outreach Plan
- Events Evaluation Form