UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES
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# DIRECTIVE SYSTEM TRANSMITTAL

| NUMBER | DATE |
|---|---|
| Instruction 9003 | August 3, 2021 |

**INSTRUCTION FOR RECIPIENTS**

The following pen and ink changes are made to Instruction 9003 "James A. Zimble Learning Resource Center Advisory Committee."

1. The Office Of Primary Responsibility (OPR) will now be the Office of University Academic Operations (UAO)

**Enclosure 1: Procedures**

3. b. 2) d) Staff. The President of the University may appoint up to three individuals, at his or her discretion, to represent staff, postdoctoral fellows, the office of the President, or organizations not represented on the faculty senate."

**Effective Date**
This amendment is effective immediately.

for William M. Roberts, MD, MBA
Acting President
3 AUG 2021

**WHEN PRESCRIBED ACTION HAS BEEN TAKEN, THIS TRANSMITTAL SHOULD BE FILED WITH THE BASIC DOCUMENT**

# UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES

## SUBJECT: James A. Zimble Learning Resource Center Advisory Committee

Instruction 9003

JUN 1 1 2019

(VFA)

ABSTRACT

This Instruction sets forth Uniformed Services University of the Health Sciences (USU) policy for defining the structure, responsibilities, and membership of the Library Advisory Committee (LAC) in regards to the James A. Zimble Learning Resource Center (LRC).

**A. Purpose**. This Instruction defines the roles of LRC staff members and USU faculty, administration, and students in the formation and operations of the LAC.

B. **Policy**. It is USU policy that LAC meetings will occur bi-annually, as arranged by the LRC Director. Meetings will require the attendance of five members, in-person or remotely, to constitute a quorum. A report summarizing each meeting will be stored on the library's website after being approved by the Committee.

**C. Responsibilities**.

1. The LRC Advisory Committee will be responsible for advising on program priorities, collection development, and LRC policies. In addition, members are asked to provide feedback on tools and products the LRC is considering for purchase, recommend resources and topic experts, and serve as advocates for the LRC. Each LAC meeting will generate a report which summarizes key topics discussed and outlines the LAC's recommendations for action. LAC reports will be presented soon after each LAC meeting to the President's cabinet meeting by the LRC director and/or the LAC chair. Following the meeting the President or a designee specified by the President may elect to:

a. Confirm and enact the recommendations;

b. Decline to take action on the recommendations; or

c. Return the recommendations to the committee with comments for further consideration.

2. Membership: LAC members shall be appointed by the President of the University and represent faculty, staff, and students from throughout the University. The LRC Director holds a non-voting role on the Committee.

**D. Definitions.**

1. Collection Development: A process by which library staff curate the collection to best meet the needs of the population served.

2. Collection: The resources (e.g. electronic and hard copy journals, books, databases, research tools) held by the LRC.

3. Selection: The decision process and criteria by which materials are included in the Collection.

4. Acquisition: LRC activities involved in acquiring, licensing, or otherwise obtaining legal access to information services.

5. De-Selection: The decision process and criteria by which materials are removed from the Collection.

**E. Procedures**: Refer to *Enclosure 1.*

**F. Office of Primary Responsibility (OPR)**. The Learning Resource Center will serve as the Office of Primary Responsibility for the Library Advisory Committee.

**G. Effective Date**. This Instruction is effective immediately.

RW Thomas

Richard W. Thomas, MD, DDS, FACS
President

Enclosure:
1. Procedures

## PROCEDURES

1. The LAC will meet bi-annually to review LRC activities, advise on decisions that will impact the University at large and vote on proposals submitted by the LRC.

2. The membership of the committee will represent students, faculty and staff of the Uniformed Services University.

3. The LAC is responsible for providing feedback on services and resources added or removed from the LRC's offerings.

a. MEETINGS: The LAC will meet bi-annually.

1) Members who cannot attend in-person may attend using remote meeting technology (e.g. conference call or web meeting). The LRC Director is responsible for scheduling LAC meetings, reserving a meeting space, and arranging appropriate technology support for the meeting. The LRC Director and LAC Chair will develop an agenda for each meeting indicating items to be discussed and any feedback received from the USU President's office on past recommendations of the LAC. This agenda will be distributed to the LAC one week before the scheduled meeting.

2) A quorum is represented by the attendance, in-person or using remote meeting technology, of at least five voting members. All Committee recommendations will be by a majority vote of attending members.

3) After each meeting, the Director of the LRC will prepare a report that documents the topics discussed and recommendations made during the course of the meeting. This report will be distributed to attending members within two weeks of the meeting. The Committee members may recommend changes or corrections. The report will be submitted for approval by electronic or online vote one week after its initial release to reflect any corrections or changes. At least five voting members must approve the report; voting members who could not attend the meeting may still vote to approve the report. An electronic copy of the report will be linked to the LRC's website before the next LAC meeting. The LRC Director and/or the LAC chair will present the report to the USU President and senior staff at the next available President's cabinet meeting, as identified by the President's office.

b. MEMBERSHIP: LAC Membership will represent stakeholders across the University.

1) Members will work with the staff of the LRC to ensure the LRC's policies, collection practices, outreach objectives, and resources meet the needs of the University.

2) The LAC shall draw its members from faculty, staff, and students of the Uniformed Services University. Committee members are appointed by the President of the University. The initial Committee appointments will be staggered durations from one to three years,

but all subsequent terms of service will be for three years for the Chair and faculty, and two years for students. Terms are renewable.

a) Chair. The Chair of the Committee shall be appointed by the President of the Uniformed Services University. The Chair of the Committee shall work with the LRC Director to draft a meeting agenda, share the agenda with Committee members, and oversee the meeting, including voting. When required, the Chair may break any tie votes.

b) Faculty. The USU Faculty Senate will nominate representatives to serve on the LAC. Each school or college served by the LRC will have one representative on the LAC. The School of Medicine may have two representatives.

c) Students. Student Leadership for each school or college may nominate a representative to serve on the LAC. The School of Medicine may have two representatives:

(1) One for medical students.

(2) One for graduate students.

d) Staff. The President of the University may appoint one individual, at his or her discretion, to represent staff, the office of the President, or organizations not represented on the faculty senate.

e) LRC Director. The Director of the Learning Resource Center, ex-officio, non-voting.

(1) The LRC Director is responsible for scheduling bi-annual LAC meetings, including scheduling a meeting room and arranging technology to facilitate the remote attendance of members as needed. Prior to each meeting, the LRC Director shall prepare an agenda, including any briefing documents that may be required to prepare the Chair and Committee members to discuss the agenda items and comments received while presenting the previous LAC meeting's report at the President's Cabinet Meeting. The agenda shall be developed in consultation with the LAC Chair.

(2) During each meeting, The LRC Director, or a designated LRC staff member, will present on agenda items as required.

(3) Following each meeting, the LRC Director will develop a report summarizing the topics discussed and decisions made. The LRC Director shall share this report with the committee no later than one week after each meeting and make any corrections or updates that are required over the following week. The LRC Director shall, two weeks after the meeting, collect votes to approve the report via e-mail or online. Once reports are approved by the Committee, the LRC Director shall ensure

the report is posted online, either for public or USU-only viewing. The LRC Director and LAC Chair shall present the report to the President's Staff Meeting.

(4) The LRC Director or his or her designated LRC staff representative may present on the library's resources, requirements, budget, challenges, and anticipated needs.

c. VOTING: Decisions of the Committee will be based on a majority vote overseen by the Chair.

1) Each member attending a LAC meeting is entitled to one vote, with the exception of the LRC's Director, who has no vote and the Chair, who may cast a second, deciding vote, when necessary to break a tie.

d. RESPONISIBITIES OF THE COMMITTEE:

1) Advising on Program Priorities : LRC staff will present, annually, an overview of the courses taught, exhibits developed, services offered, most frequently used resources, the volume of users visiting the physical LRC and the LRC's website, and subject guides created and maintained by the LRC's staff.

a) LAC members are encouraged to identify topics and audiences that require additional development or refinement. LAC members may recommend departments, programs, or offices that could benefit from LRC outreach activities.

2) Advising on Collection Development: LRC Director will present, annually, a review of subject areas identified for changes in collection development or additional programming.

a) The LAC is encouraged to identify subject areas, academic programs, and curriculum that the LRC should focus on developing in the future. In addition to identifying new subject areas, the LRC's staff will, annually, present an overview of new tools and resources acquired by the LRC. LAC members are asked to recommend target departments, groups, or individuals for these tools. LRC or LAC members may be asked to follow up with the identified entities.

b) The LAC is also encouraged to identify programs or services which are of reduced value to the University and which might be considered for cuts in budget and manpower support. When budget restrictions, low usage, space restrictions, or changing collection development priorities require that a subscription to a journal title, electronic resource (e.g. database, digital video collection, etc.), or service be removed ("dropped"), the LRC will present a suggested list of the dropped items and the reason for their removal.

c) If the LAC disagrees with a dropped resource, the Committee and LRC staff will work together to identify solutions, to include re-evaluating program priorities, petitioning for funds to cover the dropped resource, or commissioning a usage review or survey of the dropped item which may result in re-acquiring the resource. The de-selection of individual book titles will not be routinely reported to the LAC.

3) Trials & Demonstrations: The LAC will receive notice of products and resources set to trial in the library either at the bi-annual Committee meetings or through e-mails.

a) LAC members are encouraged to test these products and recommend the trial to colleagues who may have an interest in the tool. The LRC may also invite LAC members to attend product demonstrations and educational webinars attended by LRC staff members.

b) LAC members are encouraged to provide the LRC with feedback on the usability, applicability, utility, and value of the products under consideration for acquisition. The LRC will weigh this feedback, budget restrictions, and program priorities, in deciding which products to acquire for the collection.

4). Policy Advisory: The LAC will review and certify any LRC policies that have effect beyond the LRC staff.

a) Examples of such policies might include definitions of patron categories and their respective LRC privileges, an updated collection development policy, or a review of University instructions describing use of the LRC's study rooms.

5). Expert Recommendations: The LRC may reach out to LAC members for volunteers or recommendations for individuals who might be able to serve as guest lecturers, expert reviewers on special topics, or advise on specific presentations.

6). Library Advocacy: The LAC may choose to advocate for the LRC in certain circumstances to University leadership. Examples of changes that might require advocacy include:

a) The space allocated for the LRC or LRC funding.

b) The LRC's service populations.

c) When seeking the LAC's advocacy, LRC staff shall describe the problem, provide evidence, and recommend outcomes.

d) The LAC may review the information, request additional information, or gather information independently when determining how or if they shall advocate for the cause.