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Individual Contributions to Group 5 – University Medical Library

Vision Statement

Empowering knowledge and skill sets to promote healing, research, and growth in our community.

Mission Statement

The Delta University Medical Library strives to educate students, faculty, and researchers to learn and grow in medical knowledge in order to provide excellent learning, research, and care to the citizens of our community and beyond. We do this through the acquisition, management, and preservation of the resources and services offered by our library.

Collection Policy*

The Delta University Medical Library is committed to providing the essential teaching and research materials needed for completing the required coursework. We purchase items based on several criteria including relevance to course curriculum, cost of materials, quality of materials, formats available, duplication of materials, availability from vendors, and legal issues. There are detailed structures in place in each of these categories. If materials are donated or gifted to the library, we pay special attention to the condition of the items and the need. A potential list of donations must be submitted to the Dean, to include information such as author, title, publication date, edition, and publisher if it is a book; and journal name, range of years, and volume/issue numbers if it is a serial. We subscribe to relevant journals and databases to provide resources that we cannot physically house.

*See Appendix 1 for a more in-depth description of our policies.

Delta University Medical Library Collection Policy – Appendix 1

Awareness of Materials: Decisions regarding the acquisition of materials are made based on course curriculum, availability of desired resources, and whether the selection is appropriate to the general collection at the Delta University Medical library.

Cost of Materials: Some books can cost hundreds of dollars or more. Journal subscriptions are expensive and electronic subscriptions usually cost thousands of dollars per year.

Quality of Materials: We seek to acquire materials from a reputable publisher that is suitable for academic research and instruction. We seek to fulfill curriculum before research.

Physical Format of Materials: We look at the availability of formats when purchasing. We also consider shelf space and whether the material will circulate or remain in-house.

Physical Condition/Age of Materials: We do not purchase materials that are in poor physical condition. In some instances, we may accept donations to add to our rare book collection.

Duplication of Materials: We strive not to purchase duplicates of materials unless it is needed for course work and can be reused in upcoming years. Even then, duplicates will be limited.

Availability of Materials from Vendors: We will consider the availability of materials from trusted vendors, publishers, societies, or associations in our purchasing decisions.

Gifts: Gifts are considered for addition to the collection using the same criteria as purchased items. We will consider housing certain items in our special collections.

Electronic Resources: We will consider ease of access, contract terms, software requirements, and type of access (single-use vs multiple use).

Budget Narrative

The Delta University Medical Library has an expectant budget of \$5,538,50 for the 2020-2021 fiscal year.

The monies for this fiscal year will be a combination of a variety of sources including federal aid, state aid, property taxes, and grants. These funds will be used to move the library's mission forward. We are committed to providing a wide array of evidence-based information resources and tools. This requires consistently updating the resources and facilities to better serve our students, staff, and healthcare professionals.

Due to the cost-of-living increase, we are increasing our salaries in the upcoming fiscal year by 13%. With the rising cost of inflation and the unforeseen expenses of living in a pandemic, we feel this is necessary to keep the quality of staff that we need. This slight increase will enable our staff to work without being pressured by these rising costs, providing a more stable work environment. We are also increasing our professional development budget this year. We have the policy to provide additional training and education to our staff at a minimum of every four years. The next fiscal year is the four-year mark, so costs in that area have risen 14% to accommodate for additional training and education. We are estimating that increased travel costs will play a major role in this increase.

This next fiscal year will also see much-needed improvements to the facilities. This is the largest increase to our budget, and we have planned for this through the years past. We have waited as long as possible to upgrade the wiring in the building. As technology advances and our need to be connected to that technology increases, the infrastructure of a 60+-year-old building is no longer equipped to meet those needs. These renovations will update the existing wiring in the building. It will also provide additional fiber and cat6 connections throughout the building. This will allow students, staff, and others to have reliable connections to the internet and our digital resources.

We are also increasing our projects budget by fifty percent in the upcoming year. We have received requests from various stakeholders to increase the projects that we offer. In the coming fiscal year, we will increase the displays offered in the library. We will also upgrade our lecture equipment and provide more in-person and online lectures. We will host health fairs, diabetes screenings, blood drives, and nutritional education classes as well. The increase in this budget will fund these projects and pay for guest lecturers where appropriate.

Our material costs are rising slightly because of a general cost increase. We are removing CD purchases from our budget completely in order to devote more funds to the procurement of digital resources. Since most of the items that we would purchase on CD are available through streaming resources, we feel this is a more acceptable use of the funds.

We will see no increase in the IT part of our budget in the fiscal year since we spent a good portion of the pandemic time upgrading these items. Our computers, printers, and software agreements are locked-in to yearly budgets and are not up for review for another two years.

We take the management of these funds very seriously. We are constantly looking for ways to improve access to the information and technology that our students, faculty, and medical profession need in order to learn, grow, and serve our community. The expenditures listed will enable us to do this well for another year. The funds have been carefully allocated and even include a reserve for those unforeseen circumstances that we face every year. This will grow us in the coming year and prepare us to face the future of change with confidence that we are well equipped to do so.