

## Compliance Components – Libraries

Separate compliance components that constitute discrete issues to be addressed in developing a convincing argument for compliance in the Compliance Certification are underlined for each applicable requirement and standard. A narrative that addresses and documents some, but not all, of the compliance components is incomplete.

**Suggestions:** The “suggestions” provided below are guides to developing and documenting a narration that thoroughly addresses these compliance components.

**Excerpts citing noncompliance:** The “excerpts” are provided to assist Applicants and Candidates in identifying typical shortcomings in the narratives and documentation presented in support of an institution’s assertion of compliance; taken from reports developed by SACSCOC review committees, these excerpts are all part of some committee’s explanation of its finding of noncompliance.

### Core Requirements:

- 2.9 The institution, through ownership or formal arrangements or agreements, provides and supports student and faculty access and user privileges to adequate library collections and services and to other learning/information resources consistent with the degrees offered. Collections, resources, and services are sufficient to support all its educational, research, and public service programs. **(Learning Resources and Services)**

**Suggestion:** *Do more than simply list resources; relate resources (on campus or off campus, paper or electronic) to the educational programs offered.*

**Suggestion:** *Cross-reference assessment results in 3.3.1.3 to support access to adequate collections and services.*

**Excerpt citing noncompliance:** *“The institution does not provide enough information to assess its compliance with this Core Requirement. No collections budget information is provided. No collection usage information is provided. No peer comparison information is provided for collections. No assessment data is provided in regards to the quality or quantity of the collections. No examples are provided that match collections to the curriculum. The institution provides no information of the its service offerings or indications of service usage.”*

### 3.3 Institutional Effectiveness

- 3.3.1 The institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of improvement based on analysis of the results in each of the following areas (**Institutional Effectiveness**):

**Suggestion:** *Cross-reference the narrative and documentation developed for CR 2.5 as appropriate. Note, however, that CR 2.5 refers to planning and evaluation for the over-all institution, while CS 3.1.1 refers to educational programs and other units at the institution.*

- 3.3.1.3 educational support services

**Excerpt citing noncompliance:** *“The institution provided a few examples of implemented and planned changes; however, the institution did not provide sufficient evidence of specific documented improvements in the educational support services based on analysis of the specific assessment results.”*

## Comprehensive Standards:

### 3.8 Library and Other Learning Resources

- 3.8.1 The institution provides facilities and learning/information resources that are appropriate to support its teaching, research, and service mission. **(Learning/information resources)**

*[Notice that this standard is not precisely the same as CR 2.9. CR 2.9 focuses on resources that are “sufficient” for supporting all “educational, research, and public service programs;” CS 3.8.1 addresses resources that are “appropriate” for supporting the “teaching, research, and service mission.”]*

**Suggestion:** Recast the CR 2.9 narrative about having “enough” library resources to support the institution’s educational, research, and public service programs to focus on how that adequate array of resources is “right” for the institution and provides a “proper” mix of resources to support the teaching, research, and service. Cross-reference the documentation in CR 2.9, as appropriate.

**Excerpt citing noncompliance:** “The Compliance Certification does not provide enough information on facilities to determine appropriateness. Missing are floor plans, square footage allocations, and a description of age and condition.”

- 3.8.2 The institution ensures that users have access to regular and timely instruction in the use of the library and other learning/information resources. **(Instruction of library use)**

**Suggestion:** Cross-reference documentation presented in CS 3.3.1.3 concerning the effectiveness of instruction in the use of library and learning/information resources.)

**Excerpt citing noncompliance:** “Although the institution described its library orientation program, usage stats (number of classes taught, number of students reached, breakdown of classes by department) and assessment data were not presented.”

- 3.8.3 The institution provides a sufficient number of qualified staff – with appropriate education or experiences in library and/or other learning/information resources – to accomplish the mission of the institution. **(Qualified staff)**

**Suggestion:** Prepare a roster of library/learning resources staff similar to the faculty roster prepared for CS 3.7.1.

**Excerpt citing noncompliance:** “Two full time MLS qualified librarians, 1.5 FTE library assistants and one library evening coordinator (FTE not given) staff the library, which also employs an unknown number of student workers to round out its staffing needs. The library is open approximately fifty hours per week, including a three-hour shift on Sundays. There is no indication of how these hours are staffed, i.e. whether there is a professional on duty at all times or at what time and for how long the evening coordinator works. What are the specific duties assigned to each employee including student workers? The library also provides sixty Information Literacy instruction sessions each term and works with faculty to encourage participation in the IL program. Librarians also appear to be faculty members and serve on committees, which takes additional time away from their being in the library.”