The Faculty Senate Library Committee reviews all proposals for new degree programs, new centers, etc., for adequacy of library holdings and services. To assist the committee in its deliberations, please address the topics below in your proposal in collaboration with the librarian(s) responsible for collection development in your discipline(s). The names of appropriate librarians are available from the Director of Libraries at 335-4558 or from your dean’s office.

1. **In specific terms, describe the adequacy of existing capacity:**

   **Collections.** The system-wide approach, adopted by the WSU Libraries, has successfully supported the research and scholarship needs of students and faculty at the regional campuses. The Libraries provide access to the important and expensive research level collections at WSU Pullman and the regional campuses through extensive use of system-wide site licenses for electronic resources, both databases and full-text materials. The Libraries support a rapid document delivery system for sharing monographs and media among the 38 college and university library members of the Orbis-Cascade Alliance (Oregon, Washington, and Idaho).

   The Tri-Cities campus library provides access to major business online **indexes and full-text databases** including Business Source Complete, Lexis Nexis Academic, IBISWorld industry reports, Passport (Global Market Information Database), and eStatement Studies industry financial information. Other relevant online resources are Academic Search Complete, EconLit, PsycINFO, Sociological Abstracts, and Web of Science.

   In addition, Tri-Cities Library also has access to **electronic reference books** useful to hospitality Business management via Oxford Handbooks Online: Business and Management, the Gale Virtual Reference collection, Sage Knowledge database of dictionaries, encyclopedias, and handbooks. Access to an extensive range of **electronic books** is available from the EBSCO eBook collection, EBL, and eBrary. Tri-Cities also has access to several major **full-text journal subscription services** with coverage in hospitality business management. These include JSTOR and Science Direct.

   **Study Space/Equipment.** In a mixed space area – public service desk, collections, study seating, and student computing, the Tri-Cities library has maximized space to accommodate studying and use of computing and presentation equipment. Study spaces consist of individual carrels, group study tables, quiet study rooms, accommodate 63, 76, and 13 seats respectively. The student computing area includes 12 workstations and accommodates small groups (of two) at each station. Additional laptops are available for checkout at the public service desk for use in the library and classrooms outside the library as needed. The library’s class/presentation room seats 33 and is outfitted with a computer and projection equipment. The latter and the quiet study rooms are outfitted with white boards. A wireless network is available throughout the library, facilitating students using their own devices, using the study seating and/or the additional “soft” seating scattered around the library dividing group from quiet study areas and affording an additional 37 seats.

   **Library Personnel and Services.** As the program is launched, library personnel is adequate, with 1.2 FTE professional librarians and 2.5 FTE library assistants. The librarians deliver information literacy sessions to classes during regularly scheduled class sessions; they also provide individualized project and research support during posted office hours and additional appointments as needed. Basic reference services and support for student computing are provided from the Single Service Desk (reference/circulation/reserve desk). With campus growth and growth of the HBM BA program over the next five years, additional professional librarians will be added to the staff to respond to the increased needs. (Planning is already in process.)

   **Serials Funding.** The Tri-Cities library currently contributes to existing electronic subscriptions and WSU site licensing; no change in cost-sharing is expected. Current serials will continue in place and be renewed based on collection management decisions (usage, pricing, need). As costs increase annually, the WSU Libraries as a
whole and individually on the regional campuses assess all subscriptions and eliminate those for which usage does not support renewal. In this way, all budgets for electronic subscriptions are maximized. The Tri-Cities library has print subscriptions in place which support its viticulture program and will also service the new Wine Business Management major. These subscriptions are subject to the same annual assessment as the electronic subscriptions.

New subscriptions will be added as needed, incrementally. The Tri-Cities library can cover the costs within its current budget.

2. **What is the need for new library collections:**

Most resources are readily available to the Tri-Cities students and faculty through its own collection and the cooperative purchases and collaborative sharing of WSU Libraries and Orbis Cascade arrangements described above (1.).

Focusing on the two majors, hospitality business management and wine business management, new reference collection resources will be added as the program grows and matures, and in consultation with the program faculty, the Business and Economics Librarian in Pullman, and as indicated by collections of other top-ranking hospitality programs in the United States. These resources may duplicate or expand the reference resources available on other WSU campuses, and specifically Pullman, insuring that students and faculty have ready access to key, non-circulating materials.

The Tri-Cities library will incrementally add other resources – books, journal subscriptions, and databases - to its collections as needed to support the research, curricula, and project needs of the students and the research needs of the faculty. These resources can be managed within the current Tri-Cities library budget. No additional funding is needed.

Additional information may be found in 1. **Serials**, above.

3. **What new library personnel will be needed?**

Refer to the information in 1. **Library Personnel and Services**, above, for a brief discussion of the need and planning for new library personnel and funding.

At this time, specialized expertise will be developed within the current library staff. Staff will work closely with the faculty to understand the curriculum and specialized needs; time will be allocated for research and professional development to build the required expertise and to continuously advance it.

Tri-Cities library staff will also work closely with the Business and Economics Librarian in Pullman to identify some of the areas of expertise to be bolstered locally.

The Business and Economics Librarian in Pullman has generously offered to field reference questions from the Tri-Cities staff on an as-needed basis.

4. **What additional library services will be needed?**

Use of interlibrary loan and borrowing through Summit, the Orbis Cascade Alliance’s collection sharing program, are well used in the Tri-Cities and can easily be extended to this program. Staff is already in place to support these services. No new staffing will be needed.

Network access is part of the campus and library infrastructure, so to speak, and is considered a baseline service. No additional network access is needed.
Reference services and library user education will expand to include support for the new HBM BA program. Adequate services to students and faculty will require developing a deeper familiarity with current resources and, initially, a growing level of expertise. Library literacy modules focused on this program will be developed for in-class presentation. In consultation with the Business and Economics librarian in Pullman, staff will develop LibGuides targeting the new program in the Tri-Cities. The LibGuide will serve as a quick launch to resources for faculty, staff, and students.

The above can be absorbed within our current complement of staffing, without additional staffing or expenditure.

The Business and Economics Librarian in Pullman has generously offered to field reference questions from the Tri-Cities staff.

5. For Branch Campuses/Extended University Proposals: To what extent will collections and services be provided from Pullman and to what extent by the branch campus or other local libraries?

Briefly recapping the above statements, the Tri-Cities Library will continue to contribute to the online resources and site licensing of resources shared across the WSU Libraries; the Tri-Cities Library will maintain resources currently available in its local collection and will incrementally add resources to as needed. The Tri-Cities library will maximize current cooperative purchasing and lending/borrowing programs to achieve the highest level of resource support possible for the HBM BA programs to be located on the Richland campus. The Tri-Cities library staff will build excellent reference and user education services for the campus’ students and faculty.

No library is an island. Full support for WSU programs is a responsibility of the combined WSU Libraries working together. Funds and staff simply don’t allow for duplicate, fully-resourced libraries, stand-alone libraries. That being said, the new HBM BA program will be able to fully rely on the Tri-Cities library for collections and services; what is not available online or locally in print collections will be obtained from other libraries or otherwise acquired by the Tri-Cities library with its current budget and future budget planning.

The Tri-Cities library will also work with local public libraries, alerting them to the new program, and collectively assessing their collections which can be utilized to further expand access to local resources for Tri-Cities faculty and students.

6. Are there any other library resource considerations (e.g., additional space)?

No additional considerations at this time.

Submitted by Annanaomi Sams, Library Director, WSU Tri-Cities, 2/10/2015, with input from and in consultation with Mary Gilles, Business and Economics Librarian, Pullman.