



## Division-level Committee Year-end Report and Work Plan Template

### Committee

Visit the [ACRL Directory of Leadership](#) to find your charge.

Committee Name: Standards Committee

Charge/Tasks: Responsible for overseeing the development of standards and guidelines adopted and promoted by the Association.

#### Tasks:

- Monitors existing ACRL standards and guidelines and recommends revision or recession when appropriate to the ACRL Board.
- Recommends new standards or guidelines as needed.
- Assist units of ACRL in developing standards and guidelines.
- Maintains a manual of policies and procedures related to the development of standards within ACRL.
- Recommends to the ACRL Board the acceptability of proposed standards, guidelines, and related documents.
- Guides and monitors the solicitation of member comment on ACRL standards and guidelines through email distribution lists (listservs) before they are recommended to the ACRL Board.
- Holds or delegates the holding of open hearings on ACRL standards when this option for gathering member comments is employed.
- Recommends to the ACRL Board the acceptability of proposed translations of standards, guidelines, and related documents into languages other than English.

### Committee leadership

Visit the [ACRL Directory of Leadership](#) to find your committee roster. Click the “Next Year” link to view 2017–18 roster information.

- Current Chair (2016–17): **Marla E. Peppers**
- Incoming Chair (2017–18): **Amanda Z. Xu**
- Incoming Vice-chair (2017–18): **Kim L. Eccles**
- Incoming Board Liaison (2017–18): **Dr. Irene M.H. Herold**
- Staff Liaison: **David Free**

## Submission information

Year-end report written by: **Marla E. Peppers**

Work plan submitted by: **Amanda Xu**

## 2016–17 Year-end Committee Report

*This report will be included in the Committee's official record of activities maintained by the ACRL staff.*

### **What were the major projects/activities accomplished by your committee in the 2016–17 membership year?**

- *Reviewed standards and guidelines, as submitted, and either returned them for clarification or recommended them to the ACRL Board for approval or other action.*
- *Contacted divisions, task forces and/or committees regarding standards and guidelines that were due (or coming up) for review or revision in order to determine the status, plans, and progress for those revisions and offer guidance and help.*

### **How did you go about getting them done?**

- *Assigned standards due for a five year review to committee members, who then contacted the relevant committee or task force chair to check on progress.*

### **What were the relevant results for your projects?**

- *Reviewed standards and submitted them to the ACRL Board for approval:*
  - *Standards for Proficiencies for Assessment Librarians and Coordinators (Approved by the Board)*
  - *Guidelines Competencies for Special Collections Professionals (Approved by the Board)*
  - *Roles and Strengths of Teaching Librarians (Approved by the Board)*
  - *Guidelines for Recruitment Academic Librarians (Approved by the Board)*
- *Creation of Guidelines for Media Resources in Academic Libraries Task Force*
- *Committee members contacted their assigned liaison committee or task force chairs and reported on progress and estimated completion dates. They also continued to assist these groups by providing direction on and answering questions about the revision process.*

### **Are any 2016–17 projects ongoing?**

- *All standards and guidelines are on a five-year cycle for review and revision.*

### **What worked well?**

- *ALA Connect has facilitated the work of the committee and made it possible to have a repository for all the committee's documents.*
- *Utilizing Google Docs to facilitate changes to tracking sheet.*

### **What could have worked better?**

- *As has been previously noted, one of the most challenging tasks for committee members is identifying the appropriate contacts for standard/guidelines coming up for review. It is sometimes difficult to avoid "orphan" documents.*

### **What do you wish someone had told you before starting work on this committee?**

*Optional*

**What made this work most rewarding (observations/comments/accolades)?**

*Working with David Free, ACRL Staff Liaison to the Standards Committee. He is extremely helpful and serves as a great resource to the Chair and members. Further, the work of the Standards Committee, serving as the facilitator of communications between various groups and ultimately the ACRL Board in order to affect change as a result of updated guidelines (in some cases).*

**Any other comments, recommendations, or suggestions?**

*As previously mentioned, David Free has been very generous with his time and counsel. The newly appointed Chair/Vice Chair will look forward to his guidance.*

## 2017–18 Committee Work Plan

**Note:** Each activity/project should be reported using the below form. Copy and paste the form as many times as needed to detail each activity/project. Plans should be **Specific, Measureable, Attainable, Realistic, and Timely or SMART**).

### Activity/Project Name

Manage standards and guidelines processes for new and revised documents.

### Brief Description

*Manage all standards and guidelines that are on a five-year cycle for review and revision.*

### Goal Area

Select the *single best connection to the [ACRL Plan for Excellence](#) and provide a brief sentence connecting your project to the Plan.*

#### Value of Academic Libraries

- 1. Articulate a research agenda that communicates the value of academic and research libraries.
- 2. Promote the impact and value of academic and research libraries to the higher education community.

##### **Description of connection to specific objective:**

- *ACRL Standards and Guidelines provide useful performance indicators for libraries in higher education to use to develop collections, IT infrastructure, systems, discovery services, personnel and facilities in alignment with areas of research, curricular foci, or institutional strengths and meeting the diverse teaching and research needs of faculty and students.*

- 3. Build on Assessment in Action to expand community of practice and professional development opportunities.

**Description of connection to specific objective:** *ACRL Standards and Guidelines influence national conversations focused on the value and assessment of library services to higher education. Specifically, the ACRL Standards and Guidelines define management and administration principle and external relations principle that guide libraries to engage in continuous planning assessment to inform resource allocation and to meet their mission effectively and efficiently, and communicate with campus and broader community through multiple strategies in order to advocate, educate and promote their value.*

- 4. Support libraries in advancing issues of equity, access, diversity, and inclusion in higher education.

#### Student Learning

- 1. Challenge librarians and libraries to engage learners with information literacy skills in a way that is scalable and sustainable.
- 2. Increase the impact of information literacy by forming strategic partnerships with relevant higher education organizations.

**Description of connection to specific objective:** *ACRL Standards and Guidelines, particularly the information literacy guidelines in the various disciplines, provide useful outcomes and indicators for librarians to use as they work with faculty in setting, achieving and measuring institutional learning outcomes.*

- 3. Build capacity for librarians to collaborate with faculty and other campus partners in instructional and curricular design and delivery that will integrate information literacy into student learning.
- 4. Articulate and advocate for the role of librarians in setting, achieving, and measuring institutional student learning outcomes.

#### Research and Scholarly Environment

- 1. Increase the ways ACRL is an advocate and model for open dissemination and evaluation practices.

- 2. Enhance members' capacity to address issues related to scholarly communication, including but not limited to data management, library publishing, open access, and digital scholarship.
- 3. Increase ACRL's efforts to influence scholarly publishing policies and practices toward a more open system.

**New Roles and Changing Landscapes**

- 1. Deepen ACRL's advocacy and support for a full range of information professionals.
- 2. Equip library workforce at all levels to effectively lead, manage, and embrace change.

**Description of connection to specific objective:** *ACRL Standards and Guidelines, particularly guidelines for appointment, promotion, recruitment and tenure librarians with various statuses, serve as framework for leading and managing academic librarians in a strategic, proactive, consistent and measureable manner.*

- 3. Expand ACRL's role as a catalyst for transformational change in higher education.

**Enabling Programs and Services (education, advocacy, publications, or member engagement)**

**Brief sentence connecting your project to the Plan**

*Manage all standards and guidelines that are on a five-year cycle for review and revision with focus on the value and assessment of library services to higher education, increased impact of information literacy, and enabler for library workforce at all levels to effectively lead, manage, and embrace change.*

**Timeline**

- continuous-project assigned in charge
- short-term project that will be completed this membership year
- multi-year project continuing past this membership year (expected completion date: \_\_\_\_\_)

*Note: Multi-year, strategic goal-area projects are tracked in a multi-year planning grid. Expect your staff liaison to follow-up with questions to add this project to ACRL's multi-year planning grid which is reviewed by the Board at its fall Strategic Planning Session and referenced for budget preparation.*

Outline the steps and intermediate deadlines planned to complete the project, particularly anticipated documents for review in 2017-2018.

*(add rows as needed)*

Specific Action	Due Date	Party Responsible	Resources Needed <i>(e.g., financial*, technology, staff support)</i>
Review "Libraries in Higher Education, Standards for"	Fall 2017/Winter 2018	Higher Education in Library Review Task Force	Standards Committee (SC), SC Liaison (Amanda Xu) and Board of Director
Review "Standardized Statistical Measures and Metrics for Public Services in Archival Repositories and Special Collections Libraries"	Fall 2017/Winter 2018	SAA & ACRL/RBMS	Standards Committee (SC), SC Liaison (Katherine Ott Quinnell) and Board of Director

Specific Action	Due Date	Party Responsible	Resources Needed (e.g., financial*, technology, staff support)
<p>Reach out to the groups for an update to their information literacy standards</p> <ol style="list-style-type: none"> <li>1. Information Literacy Instruction, Objectives for: A Model Statement for Academic Librarians</li> <li>2. Information Literacy Standards for Science and Engineering/technology</li> <li>3. Research Competency Guidelines for Literatures in English</li> <li>4. Information Literacy Standards for Anthropology and Sociology Students</li> <li>5. Political Science Research Competency Guidelines</li> <li>6. Visual Literacy Competency Standards for Higher Education</li> <li>7. Information Literacy Standards for Communication Studies (New)</li> <li>8. Information Literacy Standards for Social Work (New)</li> <li>9. Information Literacy Standards for Women’s Studies (New)</li> <li>10. Information Literacy Standards for Nursing</li> <li>11. Information Literacy Standards for Teacher Education</li> <li>12. Standards for Journalism, Information Literacy</li> <li>13. Psychology Literacy Information Standards</li> <li>14. Guidelines for Primary Source Literacy (New)</li> </ol>	<p>Summer 2017 and ongoing to summer 2018</p>	<p>IS &amp; ACRL Board</p> <p>STS TF &amp; ILSC</p> <p>LES Planning Committee</p> <p>EBSS TF &amp; ILSC</p> <p>LPSS &amp; ILSC</p> <p>ACRL Image Resources Group</p> <p>EBSS &amp; ILSC</p> <p>WGSS &amp; ILSC</p> <p>Health Sciences Interest Group &amp; ILSC</p> <p>EBSS IE Committee &amp; ILSC</p> <p>EBSS Communication Studies</p> <p>ILFSC</p>	<p>SC Liaison: Nancy E. Fawley, incoming chair of the Information Literacy Framework and Standard Committee</p>

Specific Action	Due Date	Party Responsible	Resources Needed (e.g., financial*, technology, staff support)
Reach out to the groups for an update to their standards (Part I – General) <ol style="list-style-type: none"> <li>1. Curriculum Materials Centers, Guidelines for</li> <li>2. Standards for Proficiencies for Instruction Librarians and Coordinators: a Practical Guide</li> </ol>	Summer 2017 and ongoing to summer 2018	EBSS/CMC Standards Committee  IS Task Force	SC Liaison: Binh P. Le
Reach out to the groups for an update to their standards (Part II – Instruction and information literacy) <ol style="list-style-type: none"> <li>1. Instruction Programs in Academic Libraries, Guidelines for</li> <li>2. Characteristics of Programs of Information Literacy that Illustrate Best Practices: A Guideline</li> </ol>	Fall 2017 and ongoing to 2018	IS  IS Exec Committee	SC Liaison: Ann Campion Riley
Reach out to the groups for an update to their standards (Part III - RBMS) <ol style="list-style-type: none"> <li>1. Security and Theft in Special Collections, Guidelines Regarding</li> <li>2. Interlibrary and Exhibition Loan of Special Collections Materials, Guidelines for</li> </ol>	Fall 2017 and ongoing to summer 2018	RBMS TF	SC Liaison: Dr. Katherine Ott Quinnell
Prepare for anticipated documents for review (Part I) <ol style="list-style-type: none"> <li>1. Diversity Standards: Cultural Competency for Academic Libraries</li> <li>2. Media Resources in Academic Libraries, Guidelines for</li> </ol>	Fall 2017 and ongoing to summer 2018	ACRL Diversity Committee  TF on Guidelines for Media Resources for Academic Libraries in Higher Education	SC Liaison: Amanda Xu



Specific Action	Due Date	Party Responsible	Resources Needed (e.g., financial*, technology, staff support)
Prepare for anticipated documents for review (Part II) <ol style="list-style-type: none"> <li>1. Guidelines for University Library Services to Undergraduate Students</li> <li>2. ACRL/SAA Joint Statement on Access to Research Materials in Archives and Special Collections Libraries</li> </ol>		Undergraduate Librarians Discussion Group  RBMS TF	SC Liaison: Scott Michael Sandberg
Prepare for anticipated documents for review (Part III) <ol style="list-style-type: none"> <li>1. Appointment, Promotion, and Tenure of Academic Librarians, A Guideline for</li> <li>2. Certification and Licensing of Academic Librarians, Statement on</li> <li>3. Terminal Professional Degree for Academic Librarians, Statement on the</li> <li>4. Academic Librarians without Faculty Status, Guidelines for</li> <li>5. Faculty Status for Academic Librarians, Standards for</li> <li>6. Faculty Status of College and University Librarians, Joint Statement on</li> </ol>	Fall 2017 and ongoing to summer 2018	Status of Academic Librarians Standards & Guidelines Review Task Force	SC Liaison: Kim Eccles

**Assessment: How will success be measured?**

*Assess the impact of the entire project rather than the specific actions listed above. A sentence or brief paragraph is adequate. (e.g., what indicators will be used, what tools will be used to collect data, and what targets will indicate success)*

Documents will be reviewed, revised, and approved within the five year cycle. Reviews will be initiated at least a year before the review is due, and the reviews will be completed according to the review cycle. Standards and guidelines will then be as up-to-date as possible.