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All Hands on Deck: Creating Subject Guidelines

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All Hands on Deck: Creating Subject Guidelines

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In 2011, an Ottenheimer Library strategic planning committee recommended the creation of subject guidelines for the academic programs at the University of Arkansas at Little Rock. Using accreditation and enrollment data, sample guidelines from other academic libraries, and general instructions for the selectors who would craft the guidelines, a team guided the process of completing guidelines for 34 of the University's 38 programs.

Challenges in completing the project included keeping selectors motivated, scheduling group and individual meetings, and needing more time than originally anticipated. These hurdles pale

when compared to the benefits reaped from the project which brought together librarians and staff with varied experiences from various departments. Communication between departments has been strengthened, the role of selectors has been clarified, and organizational, planning and time management skills of all the participants have been sharpened.

Future plans are to complete the few remaining subject guidelines and to determine ways to promote them to the campus community. The library will continue to review the guidelines and modify them in light of the University's recent academic restructuring.