TODD WEHR MEMORIAL LIBRARY
Viterbo University
Partnership Program Roles and Guidelines

GENERAL PURPOSE

The Todd Wehr Memorial Library Partnership Program exists to establish ongoing relationships between the Library and the University's academic departments. The Partnership Program is composed of library staff and departmental faculty working together to enhance communication and improve library resources and services.

Partnership Librarians will proactively develop relationships between the library and academic departments through a variety of approaches. An effective Partner will take advantage of opportunities to learn about and contribute to his or her area. Partnership Librarians are responsible for four main areas of connection and collaboration with faculty:
- Communication
- Collection Development/Maintenance
- Consultation/Curriculum Development

Communication

Partnership Librarians will maintain an ongoing dialog with departments and individual faculty.
- Meet with those having special roles in the departments, e.g. department chairs, program directors.
- Meet with department faculty on a regular basis.
- Share, explain, and promote new developments in the Library, such as new services, resources, and issues.
- Attend department events in order to increase awareness and understanding of teaching and research interests.
- Attend meetings of departments when possible to report on library matters and gather information on department happenings.
- Be aware of research and teaching interests of faculty.
- Provide orientations and introductions for faculty to inform them of the library's resources and services and learn about their interests.

Collection Development/Maintenance
- Develop and revise the collection development policy pertaining specifically to the department/program.
- Evaluate the match of the collection to the library's collection development policy in department area, including all types of materials (books, periodicals, electronic resources, etc.)
- Inform faculty of changes to the library's collection development policies and procedures.
- Work in partnership with faculty to expend library funds to best serve the needs of the program.
- Provide support for program and accreditation review processes and new program establishment.

Consultation/Curriculum Development

- Understand faculty and students' expectations and perceptions of library resources and services.
- Monitor changes in the curriculum related to department area.
- Provide assistance in developing new courses and programs by suggesting information resources, providing research guides, and by advocating for appropriate library instruction within classes.
- Market individual instruction to faculty of the departments served.
- Respond to department and faculty requests in a timely manner.