# 

# CSWE Accreditation Librarian’s Report

Commission on Accreditation 2015 EPAS

This report is used to evaluate the program’s compliance with Accreditation Standard (AS) 3.4.4.

The program submits a library report that demonstrates access to social work and other informational and educational resources necessary for achieving its mission and goals.  
In a narrative report of social work library resources, including those used in online or off-site programs, address the items below. Tables, charts, or spreadsheets may be used to provide data.

For each section, please additionally describe efforts towards developing spaces, collections, and services that are inclusive to persons with disabilities and recognize racial, ethnic, and gender diversity.

### General Library Description

Please describe the broad framework for library services in your institution including:

* If there is a library specific to social work, a single institutional library, or multiple libraries at the institution.
* What is the student FTE at your institution?
* Library open hours, including periods of extended or reduced hours for the library that serves social work students. Please note if there are extended periods during the year that the library is closed to students.
* Equipment and other technology available to students (e.g. computers, scanners, and printers).

### Library Faculty and Staff

Please describe your staffing framework including:

* Number of librarians, academic professional, and paraprofessional staff.
* Do librarians have faculty and/or tenure status at your institution?
* Is there a librarian with a specific social work designation, such as social work librarian, social work bibliographer, or social work liaison? Describe the job responsibilities and other relevant activities of this librarian.
* Describe any other librarian roles/activities at your library that benefit social work teaching and research, such as data management, government documents, and scholarly communication.

### Access Services

Please describe the following related to access to resources:

* Online catalog/discovery system
* Describe your borrowing/access policies
* Describe interlibrary loan, article delivery, and other related services such as consortium library access
* Print and electronic course reserves
* Services for students with disabilities
* Federal copyright and fair use awareness efforts

### Reference Services

Please describe the range of reference services provided for social work students including:

* Does your library offer drop-in reference services? How many hours per week?
* Can students make an appointment with librarian who is a social work subject specialist or liaison?
* Does your library offer reference and consultation services by telephone and/or email?
* Does your library provide access to a live online chat service with a librarian?
* Please provide statistics relevant to reference and research consultation services.

### Instruction Services

Please describe the range of instructional services (both in person and online, synchronous and asynchronous) provided for social work students. For online instructional materials and activities, please describe accessibility compliance for students with disabilities.

* Library orientation or program related instruction
* Course integrated instruction
* Online instructional support such as subject and course guides, tutorials, videos

Provide data regarding the number of students participating in synchronous instruction sessions in an academic year, or describe other means of measuring student engagement with library services.

Describe how you assess the effectiveness of library instruction.

### Social Work Resources/Collection Development

For the following section, please describe the availability, use, and purchasing of social work related resources.

* Is there a procedure for social work faculty, staff, and/or students to recommend items for purchase? How are such recommendations handled?
* How often are new acquisitions relevant to social work teaching and research reported to social work faculty?
* What are the primary abstracting and indexing databases and content packages (e.g streaming video and ebook collections) that support social work teaching and research?
* Describe strengths and weaknesses of the social work collection at your library. Include projections and assessment plans of the collection.

### Outreach

Please describe any outreach services and/or marketing strategies your library uses to connect students and faculty to the resources of the library including:

* Presence on social work school/department/program website and/or in an information manual
* Email/newsletter/social network contact with students and/or faculty.
* Print flyers and brochures (if applicable)