PREAMBLE:
Reviews of the various academic, administrative and operational units that comprise the University of Saskatchewan are of upmost importance and demonstrates the university’s continued commitment to ensuring that programming and services are of the highest quality. In consideration of this commitment, and to help guide the transition to new library leadership, a review of the University Library is scheduled for the 2015-2016 fiscal year.

PURPOSE:
The purpose of the review of the library includes the following:

- To assess progress in meeting the vision, values and strategic directions outlined in the University Library Strategic Plan.
- To assess the current state of library collections, facilities, services and how they support the university’s mission with respect to teaching & learning and research.
- To assess the library’s organizational culture and the efficiency and effectiveness of the library operations and organizational structures.
- To identify any matters needing particular focus and resourcing – physical, financial or human - in future planning cycles.

ROLES AND RESPONSIBILITIES:
This review will be led by the Provost and Vice-President Academic with resources from Institutional Planning and Assessment (IPA) assigned to provide support, facilitation and coordination of all aspects of the review. Specifically, the provost will retain authority for the scope of the review, selection of reviewers, and communication to stakeholders at the conclusion of the review while IPA will manage the assimilation of the self-study materials, liaise with the external and internal reviewers, and assist with process and logistics for the duration of the review.

Stakeholders associated with the library will play an integral role throughout the review process. The dean will assist where necessary at the discretion of the provost and will play a role in defining the nature of the review. Faculty and staff members will be given ample opportunity to provide input into the process which could include providing verbal and/or written feedback for the review team’s consideration and/or advice to the provost on the scope of the review. Other colleagues at the U of S and external stakeholders will also be afforded an opportunity to participate in the review, as directed by the provost.
PROVISION OF BACKGROUND INFORMATION:
The review team will have access to pertinent background material prior to and during the external review. This information will include the following:

- Integrated planning documents of the University of Saskatchewan
- Planning documents of the library including the University Library Strategic Plan, People Plan, planning reports and selected documents from Dean’s Committee on integrated Planning (DCIP)
- University Library Achievement Record and University Library Assessment Program documentation
- Institutional data pertaining to the library:
  - faculty and staff complement
  - services provided
  - research activity
  - partnerships
  - physical resources
- Reports from past internal and external reviews
- Results from LibQUAL+ and other relevant surveys

SCOPE OF THE REVIEW:
The review team will focus on and make recommendations on the following areas:

A. Mission and Vision
Review and comment on the library’s progress in meeting the vision, values and strategic directions outlined in the University Library Strategic Plan.

B. Organizational Structure and Operations
An assessment of the strengths and weaknesses of the current structure and governance of the library, including: adequacy of the organizational structure, adequacy of resources (financial, human, physical and information), and an assessment of the engagement of Library employees.

C. Library Programs
An assessment of the current state of library programs for collections, facilities, services and organizational development.

D. Future Consideration
Identification of any other issues (internal to the university and/or beyond) that may impact the library’s success, hamper the effectiveness, efficiency and quality of services, or reduce its performance. If issues are identified, recommendations may be made for consideration by the incoming university senior leadership and/or the dean.
TIMELINES:
The external review will take place beginning in September, 2015 with the review team conducting a site visit at the University of Saskatchewan from January 20-22, 2016. Time will be scheduled for individual and group meetings with university and library officials including administration, faculty, staff and other stakeholders (e.g. students, external partners).

Following the site visit, the written report will be due within four weeks. The report will be submitted to the Provost and Vice-President Academic and the Director of Institutional Effectiveness in the office of Institutional Planning and Assessment. An initial response from the dean to the recommendations of the review team will be required within four weeks of receipt of the written report. The draft report may also be shared in confidence with other officials in the library and at the university at the discretion of the provost and/or the dean.

OUTCOMES:
This review will culminate in a written report prepared by the external reviewers that will present findings, recommendations, and outcomes of the review. The results of the review will be instrumental in determining if the governance, organizational structure, mandate, and activities of the library are appropriate and in line with the mission and objectives of the University of Saskatchewan. In addition, the results will facilitate decisions about changes and enhancements within the library to ensure its continued success.

At the discretion of the provost, a summary of the review will be posted in the “reviews” section of the Institutional Planning and Assessment website. The Provincial Government will also be apprised of this project in accordance with their expectations around quality and accountability of programs and services of post-secondary institutions.