

All Hands on Deck: Creating Subject Guidelines

Maureen James

University of Arkansas - Little Rock, mejames@ualr.edu

Donna Rose

University of Arkansas - Little Rock, dkrose@ualr.edu

Follow this and additional works at: <http://docs.lib.purdue.edu/charleston>



Part of the [Library and Information Science Commons](#)

An indexed, print copy of the Proceedings is also available for purchase at: <http://www.thepress.purdue.edu/series/charleston>.

You may also be interested in the new series, Charleston Insights in Library, Archival, and Information Sciences. Find out more at: <http://www.thepress.purdue.edu/series/charleston-insights-library-archival-and-information-sciences>.

Maureen James and Donna Rose, "All Hands on Deck: Creating Subject Guidelines" (2013). *Proceedings of the Charleston Library Conference*.

<http://dx.doi.org/10.5703/1288284315256>

This document has been made available through Purdue e-Pubs, a service of the Purdue University Libraries. Please contact epubs@purdue.edu for additional information.

All Hands on Deck: Creating Subject Guidelines

Maureen James, Collection Development Librarian, Ottenheimer Library, University of Arkansas at Little Rock
Donna Rose, Head of Cataloging, Ottenheimer Library, University of Arkansas at Little Rock

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.