OER/Affordability Team Sample Action Plan

Team Lead Responsibilities:

* Organize and streamline documentation and communication across the team
* Guide development of training and resources for all library personnel related to affordability
* Make it easy: Prioritize, develop messaging/talking points/web content that can be used to promote the library’s role in affordability across campus
* Coordinate grant / funding applications (e.g., AB-798)
* Assess, track outcomes and celebrate/broadcast success

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| Task | Person Assigned | Due Date or Ongoing | Outcomes, Assessment and Metrics (what does success look like?) | Stakeholders/Communication Plan |
| Collection Development / Acquisitions / Cataloging | | | | |
| Address textbook affordability in your collection development policy (e.g., *The library supports affordable learning and provides access to materials that can be used as an alternative to high-cost textbooks*). This may replace existing language that indicates the library ‘does not buy textbooks’ |  |  |  |  |
| Implement policies and guidelines for bibliographers to promote the purchase of ebooks with permissive/unlimited use licenses that are conducive to textbook adoption |  |  |  |  |
| Develop workflows to include local fields / licensing data in ebook records and modify catalog/discovery indexing and displays to help faculty find library ebooks that:   1. Are perpetually owned 2. Allow unlimited users 3. Have limited/nonexistent DRM |  |  |  |  |
| Implement demand-driven ebook programs that feature materials that can be used as textbooks from providers such as JSTOR, Springer, and Project Muse |  |  |  |  |
| Catalog/activate/make discoverable open access and open educational resources in your library’s discovery system (check your system’s KB/CZ) |  |  |  |  |
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| Course Reserves | | | | |
| Develop process to lookup textbooks in library collection and automatically put on reserve (possibly work with collections and/or systems). Be sure to notify faculty and students when their items are on reserve. The bookstore may even be willing to put a link to the library’s catalog or holdings on their textbook search site (it doesn’t hurt to ask). |  |  |  |  |
| Develop training materials to teach faculty how to use reserves and understand fair use and copyright restrictions pertaining to reserves (work with Scholarly Communications and/or Instruction/Outreach/Reference) |  |  |  |  |
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| Instruction / Outreach / Reference / Bibliographers | | | | |
| Develop instruction plan for faculty information literacy session(s) |  |  |  |  |
| Identify existing faculty professional development venues, faculty meetings, etc. to deliver instruction |  |  |  |  |
| Develop digital learning objects/LibGuides re-usable content to be used across guides to promote learning outcomes among faculty |  |  |  |  |
| Track reference/faculty consultations that relate to textbook / required readings help (including helping faculty purchase/license required materials through the library) |  |  |  |  |
| Help identify faculty who can serve as affordability ambassadors, or are willing to reduce their textbook costs, and refer them to team lead. |  |  |  |  |
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| Library Systems/Technology | | | | |
| Work with reserves to develop integrations w/bookstore that enable library lookup of required texts |  |  |  |  |
| Explore / Implement Learning Tools Interoperability (LTI) applications that enable faculty to embed library resources into CMS, such as:   * Leganto * EBSCO’s Curriculum Builder (Open Source) |  |  |  |  |
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| Student Success / First Year Experience | | | | |
| Share information and promote library OER/affordability work into campus-wide student success committees/initiatives |  |  |  |  |
| Promote the library’s work in affordability with campus contacts and standing committees |  |  |  |  |
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| Scholarly Communications | | | | |
| Integrate affordability information into OER/OA weeks or other campus events related to OA |  |  |  |  |
| Work with instruction/outreach/reference to develop digital learning objects/LibGuides re-usable content for teaching and learning guides related to copyright, fair use, and open access |  |  |  |  |
| Train librarians in copyright/fair use/OA issues and best practices |  |  |  |  |
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| Administration | | | | |
| Include affordability in job descriptions for liaison librarians or related positions |  |  |  |  |
| Integrate affordability initiatives and/or issues of equity and economic justice in library strategic planning |  |  |  |  |
| Support funding for textbooks/ebooks on reserve, training, and LTI/reading list application adoption |  |  |  |  |
| Liaise with provost:  -Recognition in tenure process for embracing affordability initiatives  -Create messages about OER/affordability through the library that provost can send to encourage faculty to participate |  |  |  |  |
| Get the message out about the library’s role in affordable learning materials to campus administrators repeatedly through campus committee and strategy meetings |  |  |  |  |
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| Other | | | | |
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