

**ALABAMA STATE UNIVERSITY  
STATUS OF UNIT OBJECTIVES**

**MAJOR UNIT: Academic Affairs      SUBUNIT: Library      DEPARTMENT: Electronic Resources / Serials Services      TIME PERIOD: April 2013**

**RESPONSIBLE PERSON: Neil Foulger      TITLE: Electronic Resources / Serials Services Librarian**

<b>MAJOR UNIT: ACADEMIC AFFAIRS</b>						
<b>DEPARTMENT: UNIVERSITY LIBRARY – COLLECTION DEVELOPMENT</b>						
<b>NO.</b>	<b>UNIT OBJECTIVES</b>	<b>ACTIVITES</b>	<b>METHODS OF ASSESSMENT</b>	<b>CRITERIA FOR SUCCESS</b>	<b>RESULTS</b>	<b>USE OF RESULTS</b>
1.	A. To evaluate and Develop the Library's Print and Electronic Collections to ensure that the Collection Supports the Instructional and Research Needs of the Students, Faculty and the Community.	1. Conduct evaluation surveys of existing journal titles to make recommendations for cancelation and of new titles to make recommend-ations for subscription.	Use of checklists and reviews, usage statistics, renewals for serials	Able to make definite decision whether or not to start, continue, or cease a subscription.	Collected electronic databases' usage statistics. Provided instructions concerning how to access online content related to print journal subscriptions not accessible from EJS to Periodicals Department and Area Coordinators. Worked with Acquisitions, Collections, and Assessment Manager regarding information needed for renewal of Lyrasis membership. Continued to monitor EBSCO serials credit amounts. Maintained list of potential electronic resources.	Determine what subscriptions are needed to support instructional and research needs of students, faculty, and community. (Monthly)
		2. Evaluate, select, and provide access to informational databases.	Database reviews, trials, inquiries among colleagues	Evaluate, decide, complete the necessary ordering and licensing along with renewal documentation, and secure online access.	Communicated with print and electronic resource representatives. Provided Bowker Book Analysis login information to Coordinator of Public Services. Didn't set up database trials during April due to National Library Week, ALLA Convention, and work with Finals. Recommended to 2 vendors that the beginning of June would be a better time for trials. Rittenhouse trial ends. Added 3 electronic resources' collections to be accessible in Serials Solutions. Received 2 database invoices and sent them to Acquisitions Librarian for payment clearance. Sent 9 database requisitions to Acquisitions Librarian. Evaluated and selected 3 no-cost electronic resources for inclusion on the Database pages. Noted the cancellation of 1 fee electronic resource and duplication of 1 free electronic resource. Decided to maintain link for LandLetter despite that title being absorbed into another publication. Investigated access and pricing for Project Muse.	Determine what informational databases are useful. Obtain and disseminate information to faculty and community. (Monthly)

		3. Work cooperatively with the Network of Alabama Libraries (NAAL) and/or vendors to set-up trial database previews, compile logon instructions, and disseminate the instructions to the staff and faculty.	NAAL-sponsored trials, demonstrations, evaluations, regular staff and academic community updates, e-mail memos to staff and faculty.	Evaluate either independently or with colleagues to decisively determine whether or not to purchase a product and then disseminate the information once the database is available.	Agreed to renew Library Literature Full-text and Mental Measurements Yearbook. Indicated intention to not renew SportDISCUS and ValueLine.	Determine whether ASU would benefit from consortial databases and once a part of a consortial database agreement, provide information to encourage usage in the academic community. (Ongoing)
		4 Complete and maintain assessment reports and surveys of the library's journal and electronic holdings.	Collection assessment report lists, Voyager reports, WEAVE Online, written serials lists, and other holdings reports.	Able to complete reports and surveys in a timely and comprehensive manner.	Continued maintenance of serials' and electronic resources' lists. Completed check of current print + online subscriptions from EBSCO spreadsheet sent in Mar. 162 out of 165 have confirmed access. Completed removal of Oxford Journals Online and Wiley Online Library titles from EBSCOhost EJS (927 titles to 290 titles) and Serials Solutions (931 titles to 245). Provided electronic resources' holdings and usage statistics to Title III Chair. Submitted Education-resources' pricing for 2010-2012 to assist in completion of accreditation document for Ph.D. in Counseling Education and Supervision. Continued updates to the General and Title VI budget spreadsheets. Completed Title III Time & Effort report for Mar. 2013-Apr. 2013 pay period and submitted it to the Administrative Office.	Evaluate, observe and plan how and what to select materials to support class, department and university curriculums. (Ongoing)
		5. Maintain the library holdings overall and percentages by year for bound serial volumes, micro-forms, print serials subscriptions, e-books, and elect-ronic resources.	Monthly statistics' collection and review.	Collection, update, and review of statistics.	Collected electronic resources' usage statistics. Updated and maintained electronic resources' holdings statistics. Sent information to Collection Development Librarian.	Review the percentage of increase in existing and new academic programs. (Monthly)
2.	B. Publicize and Promote the Library's Resources and Services To The Faculty and Students.	1. Maintain and provide database updates to LASO on a monthly basis. Assist with monthly updates to What's New page.	Database pages, What's New page.	Make library resources to Alabama State University community known and encourage their use.	Completed and submitted database updates to LASO.	Increase usage and strengthen knowledge of materials needed to support existing and developing curriculums. (Monthly)

		2. Publicize the library's resources via memos, meetings, and phone calls to faculty and students.	Reports, lists, updates to Library website, reviews of materials, information literacy sessions.	More assistance and interaction with ASU community regarding the serials and electronic resources collection.	Continued patron assistance at Information Desk as well as 4 <sup>th</sup> and 5 <sup>th</sup> Floor Service Desks. Continued monitoring LibAnswers as scheduled. Provided faculty member with access to online content of journal.	Encourage greater participation of faculty and community input in suggesting additional materials to support and increase usage of library resources. (Ongoing)
		3. Coordinate with vendors to provide on-site or webinar database training for students, faculty, and staff.	Consult with vendors to schedule visits and webinars.	Successful coordination of vendor and ASU staff for on-site database training.	Met with vendor representatives during the ALLA Annual Convention. Collected and tabulated an electronic resources session/webinar interest survey to Collection Development (Serials) Team members. Scheduled a webinar for PsycARTICLES on May 30th.	Utilize vendors to reach and provide instruction to the Alabama State University community. (Ongoing)
		4. Serve on Library and University Committees, and attend workshops, seminars, and other professional meetings.	Attendance at library and professional organizations.	Participatory and active role in committees and workshops.	Attended meetings for Committee on Committees Team, Planning Team, Title III Team, and Vision Statement Committee. Attended serials cataloging meeting with AUS and TUM librarians. Attended meetings of the Alabama Library Association Registration Subcommittee. Attended ALLA Annual Convention in Montgomery, AL. Assisted with Exhibits and Registration. Completed Committee Assessment Form for Collection Development (Serials) Team for Mar. 2013.	Learn about additional resources and evaluate them in either a university-access level or state-access level. (Ongoing)