

**ALABAMA STATE UNIVERSITY
STATUS OF UNIT OBJECTIVES**

MAJOR UNIT: Academic Affairs SUBUNIT: Library DEPARTMENT: Collection Development TIME PERIOD: December 2012
RESPONSIBLE PERSON: Rachael Altman TITLE: Collection Development Librarian

MAJOR UNIT: ACADEMIC AFFAIRS						
DEPARTMENT: UNIVERSITY LIBRARY – COLLECTION DEVELOPMENT						
NO.	UNIT OBJECTIVES	ACTIVITES	METHODS OF ASSESSMENT	CRITERIA FOR SUCCESS	RESULTS	USE OF RESULTS
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, and to Increase Holdings in the New Academic Program Areas.	1. Review and select materials on a monthly basis to support instruction, research, accreditation reviews, and the Title VI academic programs including Ph.D. in Microbiology, if necessary. Review items found to be missing or need weeding.	Recommendations, review of catalogs and online selection tools, development of reports. Review of shelves and missing item forms.	Record of titles and subjects indicated in the "Budget Allocations" notebook for various programs.	Received 3 recommendations from faculty for potential ordering in FY2013. Contacted by 3 book publishers to add new books to the collection. Received donation of Scientology books. Assessed donation of Medical and Health Science Books. Working with Health Science work study students and Ms. Moten to gather book information. Entered Filmmakers Online Library contest.	Material requests under consideration for FY2013. Books received and passed on to cataloging. Donated books will be given to another library. Currently searching for library to accept materials. If LWLC wins the FOL contest, will receive film archive for addition to collection.
		2. Conduct collection assessment utilizing Bowker's Book Analysis Database System and maintains the University Master Plan for Assessment.	Review and selection of materials in database, SACS Objectives, WEAVE Online.	Create and record orders for items recommended by Bowker's. Complete and analyze results of assessment objectives.	Continuing to work on Archives Assessment Plan. Submitted draft of Collection Development Policy. Continued to work on assessment of "newly discovered print resources" currently held at the LWLC.	Archives Assessment Plan will lead to sustainable archival practices. Updated Collection Development Policy will lead to future developments in library services. Resources may be recommended for additions to the collection.
		3. Conducts qualitative and quantitative analysis of the library's collection in all formats.	Monthly statistics, review of subject areas	Able to determine strengths and needs of collection in general and specific areas.	Continued review of order cards created by previous Collection Development Librarian.	No new materials were recommended in the month of December.
		4 Complete and maintain statistical reports and surveys of the library's holdings as requested.	Collection assessment report lists, Voyager reports, written serials lists, and other holdings reports.	Able to complete reports and surveys in a timely and comprehensive manner.	Maintained Library holdings data and provided information upon request. Completed Collection Development & Serials Team Monthly Report with Mr. Foulger.	Statistics are acquired monthly and made available upon request and regular review.

		5. Conduct evaluation surveys for print and electronic products.	Gifts, Collection Development Surveys, use of checklists and reviews	Able to make definite decision whether to purchase a product or not.	No surveys were completed during the month of December.	Working with Ms. Nevels to create survey for the month of February.
		6. Solicit, maintain, and disseminate publisher/vendor information and catalogs including Internet resources to procure material for the collection.	E-mail and telephone contact, update of existing publishers and vendor lists.	Contact publishers or provide publisher information for anyone requesting catalogs and Internet information. Accept publisher advertisements for evaluation and review.	Received print and electronic catalogs from assorted vendors.	When budget allocations are re-instituted, catalogs and other selection tools will be employed for usage.
2.	B. Publicize and Promote the Library's Resources and Services To The Faculty and Students.	1. Publicize the library's resources via memos, meetings, and phone calls to faculty and students.	Responses to publicity, awareness once resource is made available, What's New page, faculty and staff notices.	Make library resources to Alabama State University community known and encourage their use.	Working with library staff to update What's New page to contain more information regarding materials and services. Assisted students with research requests at Information Desk, RCR sessions. Developed proposal for departmental library liaison role.	Increase usage and strengthen knowledge of materials needed to support existing and developing collections and curriculums. Increased awareness of library resources and services.
		2. Maintains and updates the library holdings for all print and non-print materials.	Monthly statistics, orders/lists, surveys. Meetings with faculty and students.	Accessible and readable information regarding materials within the library's collection.	Received and updated the library holdings spreadsheet.	List of items to add or potentially add to the collection.
		3. Publicize to the faculty and students the library's collection (bibliographies, booklists, Internet and print pathfinders, new receipts, and brochures) through informational handouts and/or webpages.	Reports, lists, updates to Library website, reviews of materials to be added and/or evaluated, information and training sessions.	Interaction with university community provides insights regarding needs for the collection.	Worked at Information Desks and assisted students with research requests. Working on Best Sellers LibGuide.	Engage community regarding library services. Increased ability to engage with users and serve user needs.
		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-- ALLA Convention Committee and Hospitality Committee Nominated for ALLA Collection Development Roundtable Moderator. LWLC Access Committee, Grants Committee (co-chair), Information Literacy (co-chair), Collection Committee (co-chair)	Professional development to help improve my skills and network with other librarians. Researching grant opportunities and partnerships; ALA Coretta Scott King Book Award Grant Researching information literacy best practices.