

**ALABAMA STATE UNIVERSITY  
STATUS OF UNIT OBJECTIVES**

**MAJOR UNIT: Academic Affairs      SUBUNIT: Library      DEPARTMENT: Electronic Resources / Serials Services      TIME PERIOD: December 2012**

**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. Reviewed and returned BR-12385-02 EBSCO renewal with 1 cancellation. Submitted requisition to Acquisitions Librarian. Completed 2011-2012 annual report for Electronic Resources / Serials Services Librarian with section for Collection Development Librarian. Gave draft to Acquisitions, Collections and Assessment Librarian. Reviewed M. Accountancy serials as Business Reference Librarian is on leave. 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. Resolved access issues regarding Britannica E-books and Springer E-book collections. Investigated and verified successful access and use of CamelliaNet materials. Completed 2 Purchasing memos. Submitted order form for EBSCO EJS. Resolved access issues with Facts on File. Forwarded MLA Bibliography enhancements e-mail to Collection Development (Serials) Team. Completed access regarding selection and ordering e-books in EBSCOhost Collection Manager. Submitted requisition for 1 electronic resource to Acquisitions Librarian. Prepared documents regarding SAGE Education Full-Text Collection for Library Management. Received 3 database invoices and sent them to Acquisitions Librarian for payment clearance. Evaluated and selected 2 no-cost electronic resources for inclusion on the Database pages. Noted the cancellation of 2 electronic resources. Monitored PeopleSoft regarding requisitions and their stages in the process.	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.	Received invoice for Science Direct (included in previous section) and forwarded to Acquisitions Librarian. Disseminated trial information for National Geographic Online to Collection Development (Serials) Team. Renewal groups for Bowker Book Analysis, Bowker Books-in-Print, and MathSciNet are finalized.	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. Reviewed all accounts' print journal lists. Continued updates to Yankee Book Publishing spreadsheets. Continued updates to the General and Title VI budget spreadsheets. Sent electronic resources' pricing history to Acquisitions, Collections, and Assessment Manager. Completed Title III Time & Effort report for Nov. 2012-Dec. 2012 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. Completed electronic resources' information for What's New and sent it to Collection Development Librarian.	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> Floor Service Desk. Worked with Ed.D. Librarian regarding budget review (databases, serials). Disseminated Springer links and verification of access to Collection Development (Serials) Team.	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 David Dubard + Mary Sue Hoyle (EBSCO), Carola Blackwood (Lyrisis). Attended webinars for Springer Administrative Portal and Statistical Abstracts. Disseminated webinar information for Mergent. Continued review and discussions with electronic resource vendors.	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.	Completed 3M tagging of 2 shelves of theses. Completed information regarding electronic resources and serials along with Serials Subscription form for the Acquisitions Manual. Completed Committee Assessment Form for Collection Development (Serials) Team for Oct.-Nov. 2012. Attended two meetings of the Librarians' Roundtable and met with Acquisitions, Collections, and Assessment Manager to discuss budget issues.	Learn about additional resources and evaluate them in either a university-access level or state-access level. (Ongoing)