

**ALABAMA STATE UNIVERSITY  
STATUS OF UNIT OBJECTIVES**

**MAJOR UNIT: Academic Affairs      SUBUNIT: Library      DEPARTMENT: Collection Development      TIME PERIOD: February 2013**  
**RESPONSIBLE PERSON: Rachael Altman      TITLE: Collection Development 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, and to Increase Holdings in the New Academic Program Areas.	<b>1. Review and select library materials to support instruction, research, accreditation reviews, and the Title VI academic programs.</b>	Recommendations, review of catalogs and online selection tools, development of reports. Monthly statistics, review of subject areas. E-mail and telephone contact, update of existing publishers and vendor lists.	Record of titles and subjects indicated in the "Budget Allocations" notebook for various programs.	<p>Received 10 total book recommendations from publishers for potential ordering in FY2013.</p> <p>Received print and electronic catalogs from assorted vendors.</p>	<p>Material requests under consideration for purchase for FY2013. Books received and passed on to cataloging. Some of the resources may be recommended for additions to the collection.</p> <p>When budget allocations are re-instated, catalogs and other selection tools will be employed for usage.</p>
		<b>2. Conduct qualitative and quantitative analysis of library collections in all formats using Bowker's Book Analysis Database System, surveys, peer analysis, and other assessment tools.</b>	Review and selection of materials in database, SACS Objectives, WEAVE Online. Collection assessment report lists, Voyager reports, written serials lists, faculty, staff, and student order requests, and other holdings reports.	<p>Create and record orders for items recommended by Bowker's.</p> <p>Able to make definite decision whether to purchase a product or not.</p> <p>Able to complete reports and surveys in a timely and comprehensive manner.</p> <p>Complete and analyze results of assessment objectives.</p> <p>Maintain order request cards and/or email notifications.</p>	<p>No surveys were completed during the month of January, but working with Ms. Nevels to create a survey for February or March.</p> <p>Maintained Library holdings data and provided information upon request.</p> <p>Completed Collection Development &amp; Serials Team Monthly Report with Mr. Foulger.</p> <p>Completed first draft of Archives Assessment Plan.</p> <p>Continued review of order cards created by previous Collection Development Librarian.</p> <p>Reviewed and distributed materials for ACRL 2012 Statistics Survey.</p>	<p>Continued to work with Ms. Nevels and other librarians to create survey for the month of March or April.</p> <p>Statistics are acquired monthly and made available upon request and regular review.</p> <p>Draft of Archives Assessment Plan given to Dr. Robinson for feedback.</p> <p>No new materials were recommended in the month of January</p> <p>Working to complete my survey assignments and waiting to receive survey assignments from library staff.</p>

		<b>3. Manage and assess book donations, determine relevancy to library collection, recommend selected titles for addition to library collection.</b>	Recommend donated items for addition to the collection based on collection assessment, and recommend to proper discarding unwanted donated items.	Able to determine strengths and needs of collection in general and specific areas.  Able to make definite decision whether to add donated items to the collection or not.	Received multiple book donations from faculty and community members in the following subjects: Business Psychology History  Contacted by Ms. Matonak, who would like to donate 300 popular fiction books.	Will continue assessing the book donations and will recommend selected titles for addition to the collection.  Will schedule a time to meet with Ms. Matonak to assess the items.
2.	B. Publicize and Promote the Library's Resources and Services To The Faculty and Students.	<b>1. Publicize library collections to students and faculty via LibGuides/Course Guides, What's Happening @ LWLC page, book displays, reference consultations and information literacy sessions.</b>	Responses to publicity, awareness once resource is made available, What's Happening page, faculty and staff notices.  Reports, lists, updates to Library website, reviews of materials to be added and/or evaluated, information and training sessions.	Make library resources available and readily accessible to Alabama State University community and encourage the usage of library resources.	Began working on the What's Happening @ LWLC page for March 2013.  Began working on Women's History Month course guide for March 2013 and compiling books for book display  Created Black History Month and What's Happening January-February 2013 course guides  Created Black History Month Book Display  Served as a library tour guide for ASPIRE program students.—2 tour groups, 60 students total  Worked with National Library Week Team to develop ideas for LWLC NLW celebrations	Solicited librarians for input regarding resources for the What's Happening page and the Women's History Month guide.  Will increase usage and strengthen knowledge of materials in LWLC collections.  Will increase awareness of library resources and services.  Provided the ASPIRE students with useful information regarding library exhibits, resources, and services.
		<b>2. Maintain regular hours at the information desk and assist students with research and reference requests.</b>	Assess information desk interactions by distributing surveys to students and faculty.	Able to manage LibAnswers on a weekly basis.  Able to answer simple and detailed reference/research requests.	Worked at Information Desks and assisted students with research requests.  Monitored LibAnswers on a weekly basis	Engage community regarding library services. Increased ability to engage with users and serve user needs.

		<p><b>3. Facilitate information literacy sessions and create online supplements (course guides) for faculty, staff, and students within the ASU academic community.</b></p>	<p>Assess sessions and course guides with surveys distributed to students and faculty.</p>	<p>Interaction with university community provides insights regarding needs for the collection.</p> <p>Able to increase library visibility in the university community.</p> <p>Able to increase awareness of library resources.</p> <p>Able to effectively deliver information to students and faculty.</p>	<p>Participated in four IL Orientation 100 planning sessions.</p> <p>Created questions for ORI 100 sessions</p> <p>Compiled list of Women to feature as Team Names for ORI 100</p> <p>Began working on the What's Happening @ LWLC page for March 2013.</p> <p>Began working on Women's History Month course guide for March 2013.</p>	<p>Will continue to work with IL team to develop ideas for ORI 100. Will teach 4 ORI 100 sessions in March.</p> <p>Will increase usage and strengthen knowledge of materials in LWLC collections.</p> <p>Will increase awareness of library resources and services.</p>
		<p><b>4. Serve on Library and University Committees, and attend workshops, seminars, and other professional meetings.</b></p>	<p>Attendance at library and professional organizations.</p>	<p>Participatory and active role in committees and workshops.</p>	<p>Attended the following LWLC team meetings: Planning Team, National Library Week Team, BlackBoard Training, IL Team, Orientation Team</p> <p>Worked with National Library Week Team to develop ideas for LWLC NLW celebrations</p> <p>Began working as volunteer Head Editor for I Need A Library Job Alabama Jobs page.</p> <p>Contacted collection development librarians at Troy, AUM, and Huntingdon to schedule shadowing meetings.</p> <p>Enrolled in ALA eCourse: Collection Development, Management, and Assessment</p>	<p>Professional development to help improve my skills and network with other librarians.</p>