

**ALABAMA STATE UNIVERSITY
STATUS OF UNIT OBJECTIVES**

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

RESPONSIBLE PERSON: Neil Foulger TITLE: Electronic Resources / Serials Services 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.	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. Completed review of Health Sciences serials in preparation for serials renewals. 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 assistance with RDA Toolkit. Set up trials for AtoZ databases, IBISWorld, Informa Marketline. Collected, investigated, and forwarded issues regarding electronic resources' remote access to LASO. Received 1 database invoice and sent it to Acquisitions Librarian for payment clearance. Evaluated and selected 2 no-cost electronic resources for inclusion on the Database pages. Noted the cancellation of 1 fee electronic resource.	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.	Reviewed and agreed to renew Oxford Journals Online. Set out information regarding trials for Ambrose Videos, LION, and Statistical Abstract of the United States.	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. Began review of EBSCO e-journals' list. Reviewed approximately 200 titles and verified access/non-access. Continued updates to Yankee Book Publishing spreadsheets. Reconciled 1 received invoice with credits for FY2012 orders. Completed draft list of print journals and microfiche to either add or cancel. Created updated starting budget figures spreadsheet. Continued updates to the General and Title VI budget spreadsheets. Able to provide surpluses for Health Sciences budgets due to projected print journal cancelations. Provided FY2012 expenditures for books, serials, and electronic resources. Provided assistance to ALS and ACRL survey completion by providing requested data and sources for the data. Updated ALS statistics table. Received University Factsheet which contained FTE information requested by Library Management. Completed Title III Time & Effort report for Jan. 2013-Feb. 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. Verified that Collection Development Librarian will update and maintain library's holdings statistics.	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. Will provide electronic resources' information for April 2013 What's New page.	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 th and 5 th Floor Service Desks. Began shifts monitoring LibAnswers. Assisted Acquisitions, Collections and Assessment Manager in composing a library overview statement to used with requests for proposals and accreditation documents. Conducted SOLE sessions regarding CamelliaNet: "CamelliaNet: The Ins and Outs".	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 Mike Nosal (AtoZ Databases). Attended webinars for EBSCO Academic e-Books, Euromonitor Passport, and Informa Marketline.	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 meeting for Committee on Committees and despite absence, remained informed concerning Information Literacy Team meetings.. Renewed membership with Alabama Library Association. Attended training workshop for Blackboard. Reviewed proposed Dept. of Art course changes as member of Undergraduate Curriculum Committee. Verified authorization of 2012-2013 Goals and Objectives. Attended meetings of the Alabama Library Association Convention Committee and Registration Subcommittee. Completed Committee Assessment Form for Collection Development (Serials) Team for Dec. 2012-Jan. 2013. Finalized procedures regarding maintaining library holdings statistics.	Learn about additional resources and evaluate them in either a university-access level or state-access level. (Ongoing)