

**ALABAMA STATE UNIVERSITY
STATUS OF UNIT OBJECTIVES**

MAJOR UNIT: Academic Affairs SUBUNIT: Library DEPARTMENT: Collection Development TIME PERIOD: June 2013
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 library materials to support instruction, research, accreditation reviews, and the Title VI academic programs.	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 250 total book recommendations/requests from library staff and faculty for ordering in FY2013. Reviewed purchase requests and made recommendations for orders.</p> <p>Continued review of order cards created by previous Collection Development Librarian. Received print and electronic catalogs from assorted vendors.</p> <p>Collaborated with subject specialists to compile lists of materials to be purchased in FY13.</p>	<p>Material requests under consideration for purchase for FY2013. All requested materials were added to "select cart" in YBP interface. 250 new books were recommended for purchase for FY13.</p> <p>Worked with Tech Services Team to develop and implement new electronic ordering process.</p>

		<p>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.</p>	<p>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>	<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>Maintained Library holdings data and provided information upon request.</p> <p>Completed Collection Development & Serials Team Monthly Report with Mr. Foulger.</p> <p>Continued review of CHOICE Magazine, Bowker Book Analysis, Resources for College Libraries, and LWLC 2009 Peer Analysis in order to begin LWLC collection assessment for FY 2013.</p> <p>Began working with network of collection development/assessment librarians to gain insight into collection assessment process</p> <p>Received MARC records in an FTP file needed to perform Bowker analysis. Working with Bowker representative to schedule training session to complete analysis.</p>	<p>Statistics are acquired monthly and made available upon request and regular review.</p> <p>Continuing to review assessment resources to better understand the assessment process. Will continue to consult Bowker/Resources for College Libraries and ACRL CHOICE to complete a peer analysis of print and electronic resources.</p> <p>Collaborating with experienced librarians will provide a great deal of assistance and expertise in assessment process. Northwestern has a very useful collection assessment resource: http://libguides.northwestern.edu/Assessment</p> <p>Bowker Collection Analysis will be completed in July 2013. The collection analysis will lead to a peer analysis and an internal analysis of LWLC resources.</p>
		<p>3. Manage and assess book donations, determine relevancy to library collection, recommend selected titles for addition to library collection.</p>	<p>Recommend donated items for addition to the collection based on collection assessment, and recommend to proper discarding unwanted donated items.</p>	<p>Able to determine strengths and needs of collection in general and specific areas.</p> <p>Able to make definite decision whether to add donated items to the collection or not.</p>	<p>No new donations received during the month of June.</p>	<p>Performed assessment of previously donated materials from Dr. Yeh and Mr. Lewis Ware. Recommended materials to be added to the collection.</p> <p>Continued to review business and technical journals/magazines from Mr. Schahuetzenduebel—he will continue to donate magazines to LWLC.</p>
2.	<p>B. Publicize and Promote the Library's Resources and Services To The Faculty and Students.</p>	<p>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.</p>	<p>Responses to publicity, awareness once resource is made available, What's Happening page, faculty and staff notices.</p> <p>Reports, lists, updates to Library website, reviews of materials to be added and/or evaluated, information and training sessions.</p>	<p>Make library resources available and readily accessible to Alabama State University community and encourage the usage of library resources.</p>	<p>Continued working with Ms. Mi on Tech Tutorials LibGuide.</p> <p>Created the following LibGuides: What's Happening @ LWLC – June 2013 and African American Music Appreciation Month</p>	<p>Will increase usage and strengthen knowledge and awareness of how to use many useful technical resources.</p>

		<p>2. Maintain regular hours at the information desk and assist students with research and reference requests.</p>	<p>Assess information desk interactions by distributing surveys to students and faculty.</p>	<p>Able to manage LibAnswers on a weekly basis.</p> <p>Able to answer simple and detailed reference/research requests.</p>	<p>Worked at Information Desks and assisted students with research requests.</p> <p>Monitored LibAnswers on a weekly basis</p>	<p>Engage community regarding library services.</p> <p>Increased ability to engage with users and serve user needs.</p>
		<p>3. Facilitate information literacy sessions and create online supplements (course guides) for faculty, staff, and students within the ASU academic community.</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>No IL sessions were taught during the month of May.</p> <p>Began working on APA/MLA worksheet/activity for regular use in IL sessions</p>	<p>Will increase usage and awareness and strengthen knowledge of materials, services, and resources at LWLC.</p>
		<p>4. Serve on Library and University Committees, and attend workshops, seminars, and other professional meetings.</p>	<p>Attendance at library and professional organizations.</p>	<p>Participatory and active role in committees and workshops.</p>	<p>Attended LWLC Archives meeting—asked to complete special collections assessment with Dr. Robinson and Mr. Fisher.</p> <p>Continued working as volunteer Head Editor for I Need A Library Job Alabama Jobs page. Dr. Trimble (Department of Languages & Literature asked me to serve as a Staff Advisor for the new literary magazine at ASU. Asked to serve on Project ENABLE Advisory Board. Asked to serve as member of Temple Beth Or Archives Committee</p>	<p>Professional development to help improve my skills and network with other librarians.</p>