

**ALABAMA STATE UNIVERSITY
STATUS OF UNIT OBJECTIVES**

MAJOR UNIT: Academic Affairs SUBUNIT: Library DEPARTMENT: Collection Development TIME PERIOD: March 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.	Received 10 total book recommendations from publishers for potential ordering in FY2013. Received print and electronic catalogs from assorted vendors. Attended meetings with collection development librarians at Troy and AUM in order to learn more about collection development duties. Enrolled in ALA eCourse: Collection Development, Management, and Assessment	Material requests under consideration for purchase for FY2013. When budget allocations are re-instated, catalogs and other selection tools will be employed for usage. Meetings and course helped me gain new knowledge and information pertaining to collection development duties.
		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.	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.	Create and record orders for items recommended by Bowker's. Able to make definite decision whether to purchase a product or not. Able to complete reports and surveys in a timely and comprehensive manner. Complete and analyze results of assessment objectives. Maintain order request cards and/or email notifications.	No surveys were completed during the month of March, but working with Ms. Nevels to create a survey for April. Maintained Library holdings data and provided information upon request. Completed Collection Development & Serials Team Monthly Report with Mr. Foulger. Completed Archives Assessment Plan. Continued review of order cards created by previous Collection Development Librarian. Collected data for ACRL 2012 Statistics Survey. Began reviewing CHOICE Magazine, Bowker Book Analysis, Resources for College Libraries, and LWLC 2009 Peer Analysis in order to begin LWLC collection assessment. Compiled a list of the top 25 Business Management books according to CHOICE and Resources for College Libraries.	Continued to work with Ms. Nevels and other librarians to create survey for the month of r April. Statistics are acquired monthly and made available upon request and regular review. Archives Assessment Plan submitted to Dr. Robinson for feedback. No new materials were recommended in the month of March. Collected all data for ACRL 2012 Statistics Survey. Submitted survey to Ms. Nevels and Dr. Franklin for final review. Continuing to review assessment resources to better understand the assessment process. Top 25 list was used during COBA Accreditation visit.

		3. Manage and assess book donations, determine relevancy to library collection, recommend selected titles for addition to library collection.	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 Business books and journals donations from Dr. Yeh (COBA professor) Contacted by Ms. Matonak, who would like to donate 300 popular fiction books.	Books received and passed on to cataloging. These resources have been recommended for additions 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.	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.	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.	Completed the What's Happening @ LWLC March 2013 page and the Women's History Month course guide. Began working on course guide for the Theatre Department. Began working on the What's Happening @ LWLC page for April 2013. Created Women's History Month Book Display Worked with National Library Week Team to develop and implement 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.
		2. Maintain regular hours at the information desk and assist students with research and reference requests.	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>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>Served as an instructor for three ORI 100 sessions (Instagram photo challenge).</p> <p>Began working on the What's Happening @ LWLC page for April 2013.</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 the following LWLC team meetings: National Library Week Team, Library Relations Team</p> <p>Completed self-evaluation and met with Ms. Nevels for staff evaluation.</p> <p>Worked with National Library Week Team to develop ideas for LWLC NLW celebrations</p> <p>Continued working as volunteer Head Editor for I Need A Library Job Alabama Jobs page.</p>	<p>Professional development to help improve my skills and network with other librarians.</p>