

**ALABAMA STATE UNIVERSITY  
STATUS OF UNIT OBJECTIVES**

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

**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. Received information regarding materials purchased via Health Sciences' grant. Received all 6 EBSCO print journal subscription renewals and verified titles. Created requisitions for 5 accounts; General fund serials will be requisitioned in October 2013. Authorization letters will be returned once purchase orders are completed and General Fund's letter will be returned at that time as well. Verified online access tied to 33 Title VI journal subscriptions. Resolved 1 microfiche invoice issue. Added more information to instructions concerning how to access online content related to print journal subscriptions not accessible from EJS to Periodicals Department and Area Coordinators. 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. Didn't set up database trials during May due to finals and interim period. Received 7 database invoices and sent them to Acquisitions Librarian for payment clearance. Sent 2 database requisitions to Acquisitions Librarian. Evaluated and selected 2 no-cost electronic resources for inclusion on the Database pages.	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.	Requested pricing information for ABI Inform. Confirmed intention to not renew SportDISCUS and ValueLine.	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. Provided FTE and materials budget information to Lyrasis. Provided Feb. 1, 2013 library holdings data to University College. Provided education-related database information and FY2012 + FY2013 budget information to assist in the completion of the Counseling Education and Supervision accreditation document. Completed 2012 update to ACRL data spreadsheet. Assisted Acquisitions, Collections, and Assessment Manager with review of Library information to be included in the annual ACOTE report. Continued updates to the General and Title VI budget spreadsheets. Completed Title III Time & Effort report for Apr. 2013-May 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.	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.	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> and 5 <sup>th</sup> Floor Service Desks. Disseminated webinar information concerning Lexis Nexis and Mergent. Continued monitoring LibAnswers as scheduled. Verified Reference title cost (free) and reduced number of copies (two to one).	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 Ty Sweatman (Rittenhouse). Coordinated webinar for PsycARTICLES (2 library staff attend).	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 Committee Assessment Form for Collection Development (Serials) Team for Apr. 2013.	Learn about additional resources and evaluate them in either a university-access level or state-access level. (Ongoing)