

**ALABAMA STATE UNIVERSITY  
STATUS OF UNIT OBJECTIVES**

**MAJOR UNIT: Academic Affairs      SUBUNIT: Library      DEPARTMENT: Collection Development      TIME PERIOD: November 2012**  
**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.	1. Review and select materials on a monthly basis to support instruction, research, accreditation reviews, and the Title VI academic programs including Ph.D. in Microbiology, if necessary. Review items found to be missing or need weeding.	Recommendations, review of catalogs and online selection tools, development of reports. Review of shelves and missing item forms.	Record of titles and subjects indicated in the "Budget Allocations" notebook for various programs.	Received 6 recommendations from faculty for potential ordering in FY2013. Contacted by 3 book publishers to add new books to the collection.	Material requests under consideration for FY2013.
		2. Conduct collection assessment utilizing Bowker's Book Analysis Database System and maintains the University Master Plan for Assessment.	Review and selection of materials in database, SACS Objectives, WEAVE Online.	Create and record orders for items recommended by Bowker's. Complete and analyze results of assessment objectives.	Continuing to work on Archives Assessment Plan. Submitted draft of Collection Development Policy. Continuing to work on assessment of "newly discovered print resources" currently held at the LWLC. Assessed records and films found in the loading dock. Attended two QEP and WEAVEOnline training workshops. Reviewed QEP and Vision 2020 Plan.	Archives Assessment Plan will lead to sustainable archival practices. Updated Collection Development Policy will lead to future developments in library services. Resources may be recommended for additions to the collection. Recommended to add films pertaining to African American History.
		3. Conducts qualitative and quantitative analysis of the library's collection in all formats.	Monthly statistics, review of subject areas	Able to determine strengths and needs of collection in general and specific areas.	Continued review of order cards created by previous Collection Development Librarian.	Submitted selections to relevant Tech Services staff.
		4 Complete and maintain statistical reports and surveys of the library's holdings as requested.	Collection assessment report lists, Voyager reports, written serials lists, and other holdings reports.	Able to complete reports and surveys in a timely and comprehensive manner.	Maintained Library holdings data and provided information upon request.	Statistics are acquired monthly and made available upon request and regular review.

		5. Conduct evaluation surveys for print and electronic products.	Gifts, Collection Development Surveys, use of checklists and reviews	Able to make definite decision whether to purchase a product or not.	Received donation of Psychology and Social Work books. Contacted about donation of <i>Seven Months to Oregon: 1853</i> by Harold Peters. Assessed donation of Medical and Health Science Books. Working with Health Science work study students and Ms. Moten to gather book information.	Added selected donated books to the collection.
		6. Solicit, maintain, and disseminate publisher/vendor information and catalogs including Internet resources to procure material for the collection.	E-mail and telephone contact, update of existing publishers and vendor lists.	Contact publishers or provide publisher information for anyone requesting catalogs and Internet information. Accept publisher advertisements for evaluation and review.	Attended the Springer eProduct Workshop at Auburn University. Attended the NAAL Online Content Committee Meeting at University of Alabama Received print and electronic catalogs from assorted vendors.	When budget allocations are reinstated, catalogs and other selection tools will be employed for usage.
2.	B. Publicize and Promote the Library's Resources and Services To The Faculty and Students.	1. Publicize the library's resources via memos, meetings, and phone calls to faculty and students.	Responses to publicity, awareness once resource is made available, What's New page, faculty and staff notices.	Make library resources to Alabama State University community known and encourage their use.	Submitted selections for October-November 2012 What's New. Assisted students with research requests at Information Desk, RCR sessions. Developed proposal for departmental library liaison role.	Increase usage and strengthen knowledge of materials needed to support existing and developing collections and curriculums. Increased awareness of library resources and services.
		2. Maintains and updates the library holdings for all print and non-print materials.	Monthly statistics, orders/lists, surveys. Meetings with faculty and students.	Accessible and readable information regarding materials within the library's collection.	Received and updated the library holdings spreadsheet.	List of items to add or potentially add to the collection.
		3. Publicize to the faculty and students the library's collection (bibliographies, booklists, Internet and print pathfinders, new receipts, and brochures) through informational handouts and/or webpages.	Reports, lists, updates to Library website, reviews of materials to be added and/or evaluated, information and training sessions.	Interaction with university community provides insights regarding needs for the collection.	Worked at Information Desks and assisted students with research requests. Working on Best Sellers LibGuide. Received LibChat and LibAnswers training.	Engage community regarding library services. Increased ability to engage with users and serve user needs.

		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 Springer eProduct Workshop. Attended meetings--NAAL Online Content Committee and ALLA Convention Committee. LWLC Access Committee, Grants Committee (co-chair), Information Literacy (co-chair), Collection Committee (co-chair) Assigned to mentor/mentee program through SLA Academic Division.	Professional development to help improve my skills and network with other librarians. Researching grant opportunities and partnerships. Researching information literacy best practices.