

**ALABAMA STATE UNIVERSITY
STATUS OF UNIT OBJECTIVES**

MAJOR UNIT: Academic Affairs SUBUNIT: Library DEPARTMENT: Collection Development TIME PERIOD: October 2012
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 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 4 recommendations from faculty for potential ordering in FY2013.	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.	Began working on Archives Assessment Plan. Submitted draft of Collection Development Policy. Assessed the print and electronic resources related to the Sciences. Continuing to work on assessment of "newly discovered print resources" currently held at the LWLC.	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.
		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. Conducted analysis of print and electronic resources pertaining to Biomedical Engineering and Forensic Biology. Reviewed collections pertaining to Counselor Education program in preparation for accreditation visit.	Submitted selections to relevant Tech Services staff. Included analysis in the BE FB proposal. Prepared for the accreditation visit.
		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. Maintained Yankee Book Publisher spreadsheets for the orders completed in July and August 2012.	Statistics are 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 gift collections from Music and Health Science programs. Review is currently underway. Evaluated print and electronic resources pertaining to Biomedical Engineering and Forensic Biology.	Added selected donated books to the system. Included analysis in the BE FB proposal.
		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.	No meetings during October. 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 request for selections for October What's New from Subject Specialists. Submitted selections for October-November 2012 What's New.	Increase usage and strengthen knowledge of materials needed to support existing and developing collections and curriculums.
		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.	Due to work with BE FB Proposal, assessment of donated items, and other collection assessment related tasks, activity in this area was not possible for this month.	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. 99 receipt slips were distributed to 2 library staff and 1 faculty members.	Engage community regarding library services.
		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 ProQuest training session. Appointed to NAAL Online Content Committee. Became a member of ALLA. Joined Convention Registration Committee, CMDRT, and RASRT. Attended webinar: Learn About Makerspaces from the Innovators at Westport (CT) Public Library. Enrolled in online course: Fundamentals of Collection Development and Management.	Professional development to help improve my skills and network with other librarians.