

**ALABAMA STATE UNIVERSITY  
STATUS OF UNIT OBJECTIVES**

**MAJOR UNIT: Academic Affairs      SUBUNIT: Library      DEPARTMENT: Electronic Resources / Serials Services      TIME PERIOD: October 2012**

**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. Confirm renewal with College Art Association and sent requisition to Acquisitions Librarian. Submitted requisitions for General print journal and microfiche renewals as well as New York Times and Montgomery Advertiser microfilms to Acquisitions Librarian. Sent request for Periodicals to watch for 3 subs-cription numbers in order to set up online access. Agreed to cancel 1 Physical Therapy print journal. Sent Yankee Book Publishing 1 e-mail listing which shipment invoices are to be paid from which payment invoices. 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. Provided information to LASO regarding remote access issues with EBSCO and ProQuest databases. Scanned and returned Ovid renewal letter and Accessible Archives addendum. Submitted requisitions for 12 electronic resources to Acquisitions Librarian. Evaluated and selected 5 no-cost electronic resources for inclusion on the Database pages. Noticed Alabama Virtual Library ceased access to 2 electronic resources. Declined IOP Physics package and A-to-Z World Business databases. Informed vendors that IntelliConnect, Accounting Research Manager, RIA, ValueLine, and Reference USA will not be renewed. Confirmed revised pricing for more content in Accessible Archives. Monitored PeopleSoft regarding requisitions and their stages in the process.	Determine what informational databases are useful. Obtain and disseminate information to faculty and community. (Monthly)

		<p>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.</p>	<p>NAAL-sponsored trials, demonstrations, evaluations, regular staff and academic community updates, e-mail memos to staff and faculty.</p>	<p>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.</p>	<p>Resent intent to cancel for College Source. Agreed to renew Bowker's Books-in-Print, Bowker Book Analysis, MathSciNet, Oxford Journals Online, PsycArticles, Science Direct, and Wiley Online Library. Sent intent to not renew PsycInfo. Agree to join NAAL groups for Academic OneFile and First Search. Submitted requisitions for Bowker's Books-in-Print, Book Analysis, and Science Direct.</p>	<p>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)</p>
		<p>4 Complete and maintain assessment reports and surveys of the library's journal and electronic holdings.</p>	<p>Collection assessment report lists, Voyager reports, WEAVE Online, written serials lists, and other holdings reports.</p>	<p>Able to complete reports and surveys in a timely and comprehensive manner.</p>	<p>Continued maintenance of serials' and electronic resources' lists. Completed usage statistics document for 2011-2012. Provided books ordered and received spreadsheet to Acquisitions, Collections, and Assessment Manager. Provided copies of Forensic Science proposals and assisted in the drafts for Forensic Biology and Biomedical Engineering by providing serial and electronic resource information. Provided copies of Counseling holdings document and assisted in preparation documents for the meeting with the CACREP accreditation team. Began review of titles listed in Science Direct and Wiley Online Library. Continued updates to Yankee Book Publishing spreadsheets. Continued updates to the General and Title VI budget spreadsheets. Began review of Title VI budgets as they had been cut by 33% each. Met with relevant subject specialists. Completed Title III Time &amp; Effort report for Sept. 2012-Oct. 2012 pay period and submitted it to the Administrative Office.</p>	<p>Evaluate, observe and plan how and what to select materials to support class, department and university curriculums. (Ongoing)</p>
		<p>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.</p>	<p>Monthly statistics' collection and review.</p>	<p>Collection, update, and review of statistics.</p>	<p>Collected electronic resources' usage statistics. Received serials and cataloging statistics to maintain holdings charts.</p>	<p>Review the percentage of increase in existing and new academic programs. (Monthly)</p>

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. Sent request for entries for October-November 2012 What's New.	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> Floor Service Desk. Assisted patrons with remote access issues regarding EBSCO and ProQuest.	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 Lori McGill (EBSCO) and Luke Christensen (InfoUSA). Continued review and discussions with electronic resource vendors. Attended session regarding ProQuest New Platform. Attended webinar for Academic OneFile,	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.	Presented 3 Orientation 100 LWLC Introduction sessions. Attended meetings of the Technical Services' Librarians. Attended meeting with the CACREP accreditation team.	Learn about additional resources and evaluate them in either a university-access level or state-access level. (Ongoing)