

Southern Association of Colleges and Schools (SACS)

SACS FY2000 Library Narrative 5.1 & 5.2

SECTION V: EDUCATIONAL SUPPORT SERVICES

5.1 LIBRARY AND OTHER LEARNING RESOURCES

5.1.1 Purpose and Scope

5.1.1.1 *Because adequate library and other learning resources and services are essential to teaching and learning, each institution must ensure that they are available to all faculty members and enrolled students wherever the programs or courses are located and however they are delivered*

The University Library and Learning Resources Center provides resources and services to its faculty, students, staff and the community through a centrally located facility in the heart of the campus. These resources and services are developed to assist the University in achieving its teaching and learning mission. The library is designed to be a learning resources center spanning five floors with a connecting Special Collections and University Archives, Center for the Study of Civil Rights and African-American Culture, computer laboratory, Curriculum Materials Center and Educational Media Center.

The Library provides access to print materials with approximately 187,148 titles and 258,633 volumes. The periodicals collection consists of 1,270 titles and 2,461,509 microforms.

Moving toward the concept of a fully networked, electronic library, the facility has a local area network that provides access to various electronic and multimedia resources. Access to networked information enhances the availability of information to our campus through an extensive collection of electronic products that include CD-ROM databases, online databases, and Internet-based resources. The computer laboratory provides patrons access to the Internet, word processing, and other software packages.

Because adequate library and other learning resources and services are essential to teaching and learning, the library has taken several steps to ensure the effectiveness of its resources through the virtual library. This medium serves as the window to the future of research on-line via the World Wide Web. The library has electronic databases for business,

health, poetry, biology, music, etc., as well as almost unlimited access to the World Wide Web. These resources include *Facts On File*, *Lexis-Nexis Universe*, *El Village* and others. The library also has acquired several databases to assist in the study of African-American society such as *Ethnic News Watch*, *Gender Watch*, *African-American Biographical Database*, and the *African-American Poetry Database*.

The Curriculum Materials Center provides faculty and students a wide range of teaching materials such as curriculum guides, lesson plans, and other multimedia educational materials. The audio-visual collection housed in the Center totals over 42,047 items and contains various types of media. The Curriculum Materials Center also serves as a review site for Alabama's state-adopted textbooks, making it possible for students to have access to current teaching resources.

The library houses an Educational Media Center which makes available instructional materials and equipment. The EMC also provides for the circulation of media equipment, graphics services, media production and duplication.

Special Collections and University Archives houses a multimedia collection of materials depicting the life and history of African-Americans in Alabama and the nation. Of special interest to this campus and community is the E. D. Nixon Collection of artifacts. This noted civil rights leader is known as the father of the Montgomery Bus Boycott. A Center for the Study of Civil Rights and African-American Culture has been established to formalize the collecting of materials in this area and continues the University's long effort to preserve the rich resources of its community. The Center serves as a clearinghouse for information concerning the modern civil rights movement and is a repository for archival materials.

The library continues to enhance its services through computerization of the library. Online interlibrary loan, document delivery services via the Internet, electronic reserves, online catalogs and networked information databases make it possible to ensure that resources are adequate and available to clients beyond the walls of the library.

Supporting Documentation:

- Five Year Plan for Library (Document #1)
- Five Year Plan for Technology (Doc.#56)
- Library Mission Statement (Doc. #2)
- Library Vision Statement (Doc. #2)
- Five Year Plan for Educational Media Center (Doc. #3)

Current Departments

Accountancy
 Administration
 Archives
 Cataloging
 Circulation
 Collection Development
 Computer Lab
 Curriculum Materials Center
 Education Doctorate
 Health Sciences
 Information Literacy
 Interlibrary Loan
 Library Automation Office
 Reference
 Serials
 Special Collections
 SACS
 Statistics

Other Links

Library Homepage
 ASU Homepage
 Electronic Databases
 HORNNetCat
 Course Research Guides
 Staff Development

- Mission Statement and Vision Statement for the Center for the Study of Civil Rights and African-American Culture (Doc. #4)
- Library brochures (Doc. #5)
- Progress Reports 1995: Projecting the Library Into the 21st Century (assesses library using the ACRL Standards for College And Research Libraries) (Doc. #6)
- Strengthening Library Operations Through Computerization Plan: Title III Activity (Doc. #7)
- Daily Use Statistics (in Annual Reports) (Doc. #11)

5.1.1.2 *Each institution must develop a purpose statement for its library and other learning resource services.*

The University Library began a formal planning process in 1993 that has resulted in dynamic growth and improvements in its efforts to support the mission of the University. As part of this planning process, the library has established a vision statement, mission statement, annual goals and objectives, strategies for implementation of goals and objectives, and a process for evaluating the achievement of goals and objectives. The process is dynamic and is a function of the library planning committee under the direction of the library director.

Each year the library reviews its five year plans, establishes goals and objectives, develops a budget as an outgrowth of this planning review, and at the end of the fiscal year, prepares an assessment of results. The planning process is also tied to the University's planning cycle, which includes a monthly assessment report from each library departmental manager. These reports go to the library director and to the Vice-President of Academic Affairs. These reports also flow into the area of institutional planning, which develops plans for the University.

Supporting Documentation:

- Library Vision Statement (Doc. #2)
- Library Mission Statement (Doc. #2)
- Departmental Goals and Objectives, 1998-1999 (Doc. #8)
- Monthly How Goes It Reports (Doc. #9)
- Committee Reports (Doc. #10)
- Strengthening Library Operations Through Computerization Plan: Title III Activity (Doc. #7)

5.1.1.3 *The library and other learning resources must be evaluated regularly and systematically to ensure that they are meeting the needs of their users and are supporting the programs and purpose of the institution.*

The library is evaluated regularly as part of its planning cycle and also within departments. Evaluation takes the form of assessment reports, surveys, interviews, customer comments, and staff think tank sessions as part of the planning committee. The library has established various teams or committees who problem solve and plan in the areas of technology, information access, statistics, library orientation, personnel, circulation, media, budget, publicity, as well as planning. There are also staff and managers roundtables for gathering feedback for library improvement. The library provides a comment box to track what patrons want or expect in terms of library services. As a result of being a member of various consortia, the library must provide semi-annual reports and annual reports.

Faculty are encouraged to provide input in library planning. A faculty library committee is established for this reason, although every effort is made to involve the faculty regularly in improving library operations. The Library Director is a member of the Deans and Directors Council, which provides direct access to the Vice-President of Academic Affairs and administrators in Academic Affairs. This group gives input and observations of library services within departments and on campus.

Supporting Documentation:

- Annual Reports (Doc. #11)
- Consultants Reports (Doc. #12)
- Surveys/Statistical Reports and Desktop Survey of the Effectiveness of the Online Catalog (Doc. #13)
- Network of Alabama Academic Libraries (NAAL) Comparative Reports for FY 1996-1997 and FY 1987-88; FY 1987-88; and FY 1996-97 (Doc. #15)
- Suggestion box form for patrons and staff (Doc. #17)
- Progress Reports: Projecting the Library Into The 21st Century (Doc. #6)
- Monthly How Goes It Reports (Doc. #9)
- Proposal for Allied Health (Doc. #20)
- Proposal for Accountancy Masters Degree Program (Doc. #21)
- Proposal for Environmental Microbiology (Doc. #18)
- Evaluation Instruments for Library (Doc. #14)

- Departmental Goals and Objectives, 1998-99 (Doc. #8)
- Network of Alabama Academic Libraries (NAAL) Statistical Reports (Prepared annually) (Doc. #19)

5.1.1.4 *Learning resources and services must be adequate to support the needs of users.*

The library provides resources that support undergraduate, masters level, and professional degrees.

The University library's holdings comprises medium of various descriptions including books, serials, newspapers, archival records, maps, sound recordings, videos, microforms, filmstrips, CD-ROMS, floppy disks, etc. All of these resources are stored in one building and are readily accessible to the students, faculty, and staff. Users also have access to the World Wide Web, which enables them to expand their research. The ERC (Electronic Resource Center) is available to all validated students, faculty, and staff on first come basis. The ERC areas are located on three floors of the library, first, third, and fourth, to ensure maximum usage by library patrons. Guided instruction and assistance are made available to patrons during regular hours of operation.

The Educational Media Center houses and maintains the AV material necessary for support of undergraduate, masters, and professional level studies. The Center's five year plan is flexible enough to stay abreast of the student/faculty requests while at the same time allow for growth. The inventory list is compared with monthly usage forms to insure AV equipment is adequate. The request for AV equipment is the number one factor in the acquisition of new materials. This is generally done incrementally, consistent with budgetary constraints.

Assessment guidelines are those established by the American Library Association (ALA), the Association of College and Research Libraries (ACRL), and the Network of Alabama Academic Libraries (NAAL). All evaluative reports that address these standards are created monthly and accumulated annually. Decisions to determine adequacies are based on the findings of these reports.

Supporting Documentation:

- Five Year Plan for Library (Doc. #1)
- Proposal for Allied Health (Doc. #20)
- Proposal for Accountancy Masters
- Degree Program (Doc. #21)
- Collection Development Policy (Doc.#22)
- Educational Media Center Inventory List (Doc. #23)
- Network of Alabama Academic Libraries (NAAL) Statistical Reports (Doc. #19)
- Association of College and Research Libraries (ACRL) Standards (Doc. #25)
- American Library Association (ALA) Guidelines (Doc. #26)
- Monthly How Goes It Reports (Doc. #9)
- Annual Reports (Doc. #11)
- Five Year Plan for Educational Media Center (Doc. #3)

5.1.1.5 *The quality, relevance, accessibility, availability, and delivery of resources and services, and their actual use by students, are considerations that must be taken into account in evaluating the effectiveness of library and learning resource support.*

The library and its resources are constantly being utilized by students, faculty, and staff. The library currently operates on an eighty-two hour weekly schedule including the weekend. The library staff is available to assist patrons. This allows the library to fulfill its goal of providing quality service to its patrons.

In the information literacy classes and special programs, patrons complete evaluation forms. Statistics from circulation, interlibrary loan and database use are considered in evaluating the effectiveness of library and learning resources support.

Supporting Documentation:

- Circulation Department Daily Statistics Forms (Doc. #27)
- Hours of Operation Schedule (in Library brochures) (Doc. #5)
- Annual Reports (Interlibrary Loan Statistics) (in Reference Section of Doc. #11)
- Information Literacy Workshop Evaluation Form (Doc. #28)
- Staff Duty Schedules 1998-1999 (Doc. #29)

5.1.1.6 *Priorities for acquiring materials and establishing services must be determined with the needs of the users in mind*

The University Library has established priorities for acquiring materials through compilation and implementation of a collection development policy. The collection development policy establishes specific guidelines and criteria for acquiring materials in all formats. In addition, the University Library has formulated budget allocations for each academic department. Order request cards and serial request forms are made

available to the faculty for requesting library materials according to instructional and research needs. Each faculty request is honored if it supports instruction and research, if it satisfies the criteria stipulated in the collection development policy, and if funds are available. Specific priorities for ordering materials are based on instructional and research needs, accreditation requirements, and new degree program implementation. Requests for materials or services are responded to promptly.

Supporting Documentation:

- Collection Development Policy (Doc.#22)
- Budget Allocation Formula (Doc. #30)
- Order Request Cards (Doc. #31)
- Serial Request Form (Doc. #32)
- Monthly How Goes It Report (Doc. #9)
- Network of Alabama Academic Libraries (NAAL)Statistical Reports (Doc. #19)

5.1.2 Services

5.1.2.1 Each institution must ensure that all students and faculty members have access to a broad range of learning resources to support its purpose and programs at both primary and distance learning sites.

The Alabama State University Library provides its students, faculty and staff with an array of learning resources to support its mission and goals. Various subject databases are loaded onto the Library's home page for easy access such as Lexis-Nexis, First Search, Proquest Direct, Expanded Academic (InfoTrac), Wilson's Guide to PeriodicalLiterature and others. Patrons have access to a variety of print sources in the library as well as equipment such as computer terminals, copiers, and microforms. In addition, patrons have access to the Special Collections/Archives, which houses many works by and about African Americans and University Archives, which houses archival materials and University records.

Materials are acquired in various formats to include print, non-print and electronic resources. The current collection totals 258,633 volumes, 1,270 serial titles, 2,461,509 microforms and 42,047 audio-visuials. The holdings are more than adequate to support the instructional and research needs of students and faculty.

The University Library and Learning Resources Center is committed to providing necessary informational and technological resources to meet the needs of Alabama State University students and faculty. The library has implemented an online library management system. This system has positioned the library to offer remote access to library resources.

While some improvements are necessary, the library has clearly shown itself to be a leader in the introduction of technology to the campus and is considering additional ways in which to provide its many and varied resources to distant students and faculty as well. The library continues to work with the Network of Alabama Academic Libraries (NAAL) for resource sharing, document delivery and interlibrary loan services to faculty and students from off campus sites. This is provided upon request. Currently, AV equipment is furnished to off campus sites.

Supporting Documentation:

- Collection Development Policy, pp. 3-4 (Doc. #22)
- Network of Alabama Academic Libraries (NAAL) Statistical Reports, pp. 1,2,5 (Doc. #19)
- Integrated Postsecondary Education Data System (IPEDS) Report, pp. 7-8 (Doc. #24)
- List of Databases: Subject Listing of Databases (Doc. #33)
- Yearly Cataloging Statistics (Doc. #34)
- Network of Alabama Academic Libraries (NAAL) Resource Sharing Program (Doc. #35)
- SoLINE-Terms of Membership (Doc. #36)
- Five Year Plan for Library (Doc. #1)
- Educational Media Center Inventory List (Doc. #23)
- Educational Media Center Forms (Doc. #37)
- User Aids: Expanded Academic Index, Britannica On-Line, First Search, Periodicals Research Abstracts II, SIRS Government Reporter, ERIC, Broadcast News, WilsonDisc, Health Reference Center Academic, HORNET, CD-ROM stand-alone databases, the Internet Basic Workshop, PrintSolution Instructions (Doc. #39)

5.1.2.2 Basic library services must include an orientation program designed to teach new users how to access bibliographic information and other learning resources.

The library has in place bibliographic instruction programs for its patrons. These programs are designed to orient new users to the library and to the resources housed within. Planning involves cooperation between the librarians, other information providers, and professors. The instruction includes items such as how to retrieve data from print and electronic sources, and it teaches the patron how to properly use the On-Line Catalog (OPAC) and databases. Certain databases are selected and demonstrated so that the patron may see how best to use them. The Public Services area has a program in place which advertises regularly scheduled

orientation classes. Instruction in the use of AV materials is given by staff members to students and faculty upon request.

Supporting Documentation:

- How to use the HORNet (High-tech Online Research Network) (Doc. #41)
- Monthly How Goes It Report (Doc. #9)
- List of Databases (Doc. #33)

5.1.2.3 Libraries and learning resource centers must provide students with opportunities to learn how to access information in different formats so that they can continue life-long learning.

There are many different ways to access information. Information may be extracted from books, journals, magazines, or the Internet. The staff at Alabama State University makes sure that students are instructed on the various formats in which data may be retrieved. They are taught how to access information and retrieve information through bibliographic instruction programs and on an as needed basis. In addition, students are provided with written user instructions and opportunities for hands-on experience using electronic resources.

Supporting Documentation:

- Workshops--Internet workshops for College of Education and College of Arts and Sciences (Doc. #43)
- Workshop--Lexis-Nexis Power Point Presentation (Doc. #44)
- List of Databases (Doc. #33)
- User Aids--Print Solution Instructions, HORNet, Book Review Index, Business Periodicals Index, How to Do Research, How to Download to Disk, Lexis-Nexis Worksheets for Management 462 (Doc. #39)
- Lexis-Nexis Search Strategy Form and Lexis-Nexis Policies and Procedures (Doc. #45)

5.1.2.4 Librarians must work cooperatively with faculty members and other information providers in assisting students to use resource materials effectively.

Librarians and other information providers are working together to see that students are effectively utilizing resource materials in the library. Students who are unclear on how a source has been designed for use are encouraged to ask library staff their questions. The cooperation with faculty members and other information providers is adequate, and one of our public services goals is to assist students in the proper use of sources so that they may retrieve the information needed.

During 1997, the University Library presented information literacy presentations for the College of Arts and Sciences and the College of Business Administration.

Supporting Documentation:

- Proposal for Accountancy Masters Degree Program (Doc. #21)
- Proposal for Allied Health Masters Degree Program (Doc. #20)
- List of Databases (Doc. #33)
- Lexis-Nexis Search Strategy Form and Lexis-Nexis Policies and Procedures (Doc. #45)
- Internet Resource List (Doc. #46)
- User Instructions for Engineering Information and Cambridge Scientific Abstracts (Doc. #47)
- Electronic Resources (Doc. #48)
- Guide to Children's Literature (Doc. #49)
- Lexis-Nexis Search Strategy Form and Lexis-Nexis Policies and Procedures (Doc. #45)
- Lexis-Nexis Power Point Presentation (Doc. #44)

5.1.2.5 Adequate hours must be maintained to ensure accessibility to users. Professional assistance should be available at convenient locations during library hours.

The University Library and Learning Resources Center is open eighty-two hours per week and is currently staffed by fifteen professional librarians. Professional librarians are available to patrons eighty-nine percent of the hours of operation. The number of librarians complies with the current Standards for College and Research Librarians, and the hours of operation are adequate in that they reflect trends of use by library patrons.

Subject specialists in health sciences and business support advanced degrees in these disciplines. Additional staff will be hired in support of new academic programs.

Professional staff follow regular desk schedules, making them available directly to patrons. Help desks are located in areas adjacent to online resources for the convenience of students needing assistance in the use of electronic services. Librarians provide information literacy workshops to classes and bibliographic instruction to individual users. Telephone reference, faculty research, and instructional pathfinders are prepared to insure that research needs are satisfied. An electronic reference desk was custom designed to allow students one on one professional assistance for instruction in the use of computers and online resources.

Supporting Documentation:

- Diagram of electronic reference desk (Doc. #50)
- User Aids (Doc. #39)
- Statistics for Bibliographic Instruction (in Reference Section of Annual Reports) (Doc. #11)
- Daily Use Statistics (in Annual Reports) (Doc. #11)
- Staff Duty Schedules (Doc. #29)
- Library brochure (Doc. #5)

5.1.2.6 Library collections must be cataloged and organized in an orderly, easily accessible arrangement following national bibliographical standards and conventions.

The Technical Services Policies and Procedures Manual provides guidelines on classifying, cataloging, and processing library materials.

The library is currently using the NOTIS Online Integrated System for cataloging, acquisitions, circulation, reserves, and serials. It provides access to the collection through the provision of location codes and call numbers. Upgrades of the online catalog allow greater accessibility to the collection.

The Collections are catalogued and processed in accordance with national bibliographical standards such as the Anglo-American Cataloging Rules, second edition, USMARC formats, and Library of Congress Classification Scheme. Records for new materials and retrospective materials are downloaded from OCLC Union Catalog into the local online catalog (NOTIS) and edited according to local requirements.

Original cataloging records are created for materials not found in the OCLC Union Catalog. To provide maximum access to cross references and keep access points consistent, the cataloging staff routinely conducts authority control. An authority file has been established, and new authority records for new headings are created by following USMARC format for authority records and downloading from the Library of Congress Authority File. Errors in the local database are cleaned up by running NOTIS LB360 (Conflict and Error Report), LB695 (Duplicate Item Index), and LB392 (New Heading List). To provide support for interlibrary loan activities, the cataloging staff updates holdings information on the OCLC Union Catalog and Union List upon receiving new and retrospective materials.

In addition to items physically held, access to Internet resources to which the library subscribes is facilitated by provision of records in the online patron access catalog complete with 856 tags to supplement the hyperlink access through the University Library's Electronic Resources home page.

Supporting Documentation:

- Technical Services Policies and Procedures Manual (Doc. #51)
- Monthly Cataloging Statistics (Doc. #52)
- Yearly Cataloging Statistics (Doc. #34)

5.1.2.7 Students and faculty must be provided convenient, effective access to library resources needed in their programs.

The faculty and students are provided with access to numerous CD-ROM, online, and Internet-based databases. The databases are comprehensive in scope and cover a wide variety of subject areas such as education, science, technology, literature, news, music, business, government, history, biography, black studies, health sciences and medicine. The University Library has some of the most timely and comprehensive electronic products such as Proquest Direct's Periodicals Research Abstract II, EBSCOhost's Academic Search Full-Text Elite, and Information Access Company's Expanded Academic Index. Faculty and students can access the various electronic databases from any of the Electronic Resource Center (ERC) public access terminals located on the first, third, and fourth floors.

The Educational Media Center staff rotates as necessary to insure all patrons receive the best service available. The Center's inventory is constantly being augmented, thus reflecting the changing technological needs of today's students.

Supporting Documentation:

- List of Databases (Doc. #33)
- Five Year Plan for Educational Media Center (Doc. #3)
- Educational Media Center Inventory List (Doc. #23)

5.1.2.8 Convenient, effective access to electronic databases, whether on-site or remote, must be provided

The University Library's online catalog reflects standard Library of Congress Cataloging and Classification System. The Curriculum Materials Center's collection consists of education resources that support the teaching

when necessary to support the academic programs.

program of the College of Education. The collection was originally classed using the Dewey Decimal Classification. The remaining portion of the collection is cataloged according to our own classification system. The entire collection is in the process of being re-cataloged to the Library of Congress classification system.

The University Library's online catalog, HORNet; provides electronic access to the holdings of our library. It also provides access through PaLink to the following university libraries' catalogs within the state: University of Alabama, Auburn University, University of Alabama at Birmingham, Jacksonville State University, and the University of South Alabama. The library participates in ALICAT State Union Catalog. This catalog is a record of the holdings of participating libraries (public and academic) in the state. There are no branch libraries on campus nor off campus. Through reciprocal agreements and consortia, the University is able to provide any source the patron might need. The library also provides more than eighty databases to serve the patrons from a cross-section of disciplines.

Supporting Documentation:

- Alabama State University Library's Home Page Address: <http://www.alasu.edu/library/library.htm>
- Circulation Department Policies and Procedures Manual (Doc. #53)
- Library brochures (Doc. #5)
- ALICAT State Union Catalog (Doc. #54)

5.1.2.9 Libraries and other learning resource centers must have adequate physical facilities to house, service, and make library collections easily available; modern equipment in good condition for using print and non-print materials; provision for interlibrary loan services designed to ensure timely delivery of materials; and an efficient and appropriate circulation system.

The Alabama State University Library was opened in 1977 with 100,000 square feet of library space and a seating capacity for approximately 600 patrons. With the advent of new programs at the University, the library faces challenges for housing the expansion of existing collections and implementing new technologies in a facility that pre-dates the innovation of modern computer information systems.

Due to the shortage of space in the Periodicals Department, eighteen ranges of compact shelving were installed in 1998. Additional shelving has been installed throughout the library using remaining wall space on first, third, and fourth floors.

The library uses electronic equipment to deliver information and services in a timely manner. Other more traditional types of equipment are also available. Some examples are:

- Public access information stations are located on all four floors of the library. This makes for easy access to the OPAC (On-line Public Access Catalog), also known as HORNet (High Tech On-line Research Network).
- Currently thirty-seven PC's are available for public use. Several computers have been adapted for the physically disabled.
- A computer lab is used primarily for word processing and secondarily for research.
- Individual study carrels are located on all floors. There are 13 study rooms on third floor and 14 on the fourth floor.
- Self-service photocopiers are located on the first, third, and fourth floors. Microform reader printers are available in the Periodicals Department and the Special Collections Department. Copy cost is minimal.
- Laser printing is available in the Electronic Resources Center (ERC) located on the first, third, and fourth floors.
- Interlibrary Loan Services is staffed to ensure that faculty, staff, and students can acquire materials not owned or in the Library. During the academic year 1997-1998, the library borrowed 291 items and loaned 867 items. This represents an 8% increase from the previous year.
- The library is a member of the Montgomery Higher Education Consortium, which consists of five libraries in the city. All students, faculty, and staff have reciprocal borrowing and lending privileges.
- The library is served by the NOTIS Library Management System. We are currently running on NOTIS 6.01 and hope to be using NOTIS 6.5 before the academic year is over. The current system enables the library to charge and discharge materials. It lists all items placed on reserve by faculty.
- Students can retrieve a list showing the titles of

all materials they have checked out. On-line renewals have yet to come to fruition.

5.1.3 Library Collections

5.1.3.1 *Institutions must provide access to essential references and specialized program resources for each instructional location*

The University Library provides essential reference and specialized program resources for instruction and research. As indicated by 5.1.2.1, the library's collection includes over 258,000 volumes of print materials, over 41,000 non-print, materials, and approximately 80 electronic resources.

The reference collection provides access to essential reference and research materials such as manuals, handbooks, directories, dictionaries, encyclopedias, and statistical resources.

The Curriculum Materials Center, located on the second floor of the Library, provides patrons with instructional materials and equipment. The Center's collection is made up mostly of method subject materials.

Special Collections houses the Ollie L. Brown African-American Heritage Collection, consisting of books, exhibits, artifacts, and audio-visuals depicting the life and history of African Americans in Alabama and the nation. University Archives contain the official and historical documents of the University.

Health Sciences Reference, on fourth floor, provides specialized tools and assistance for the fields of Physical Therapy, Occupational Therapy, and Health Information Management.

Business Reference, on fourth floor, provides specialized tools and assistance for the fields of accounting, auditing, finance and taxation.

Supporting Documentation:

- Collection Development Policy (Doc. #22)
- List of Databases: Subject Listing of Databases (Doc. #33)
- Network of Alabama Academic Libraries (NAAL) Statistical Reports, pp. 1, 2, 5 (Doc. #19)
- Integrated Postsecondary Education Data System (IPEDS) Report, pp. 7-8 (Doc. #24)
- Monthly Cataloging Statistics (Doc. #52)
- Yearly Cataloging Statistics (Doc. #34)
- Black Studies on Disc Guide (in Doc. #39)
- Subject Bibliography (in Doc. #39)
- Curriculum Materials Center Brochure (Doc. #58)
- Information Cards for Curriculum Materials Center, Educational Media Center, and Special Collections/Archives (in Doc. #39)

5.1.3.2 *Access to the library collection must be sufficient to support the educational, research, and public service programs of the institution.*

The University Library is currently open approximately eighty-two hours per week and provides faculty and students with sufficient access to the collections of print, non-print, and electronic resources. A public service information desk is staffed on each floor to provide assistance to students and faculty using the Library's extensive collection of research materials. Access to the collection is provided by the library's online public access catalog, the HORNet (Hi-tech Online Research Network). The online catalog may be searched to locate books in the collection using the title, author, the call number, a keyword or a subject. Once the book has been searched using the online catalog, the OPAC will display the location and status of the source. Faculty and students can access the various electronic databases held by the Library from any of the Electronic Resource Center (ERC) public access terminals.

In Special Collections/Archives, special programs are planned on occasion to highlight materials in the collection to support scholarly research. The Curriculum Materials Center collections are carefully organized to meet the needs of the course syllabi for Early Childhood, Elementary and Secondary Education Courses (EDU).

Supporting Documentation:

- Network of Alabama Academic Libraries (NAAL) Report, pp. 1,2,5 (Doc. #19)
- Integrated Postsecondary Education Data System (IPEDS) Report, pp. 7-8 (Doc. #24)
- 1998 Joint Data Collection System Report (Doc. #59)
- Association of College Business Schools and Programs Annual Report—1998 (Doc. #60)
- Library Music Preparation for National Association for Schools of Music Accreditation (Doc. #61)
- Copies of Programs of events held in Special Collections (Doc. #62)
- Special Collections Policies and Procedures Manual (Doc. #63)
- HORNet (in Doc. #39)

5.1.3.3 *The collections of print and non-print materials must be well organized*

The University Library catalogs and organizes all library materials, including Internet-based and online resources, into an orderly easily accessible, and standardized agreement. All library materials are classified and cataloged by the Technical Services Department according to the Library of Congress Classification Scheme. Each area of the collection is organized and arranged to allow for maximum access and ease of use. Reference materials are housed on the first floor of the Library. Circulating materials with call numbers A-HE are shelved on the third floor, and materials with call numbers HF-Z are shelved on the fourth floor. Current periodicals and microforms are shelved on the first and third floors to provide convenient access for faculty and students conducting research in print and online periodical literature indexes. The University Library develops various informational handouts such as bibliographies, resource guides, and pathfinders to assist patrons in accessing the numerous reference and research materials.

The Collections of the Curriculum Materials Center are currently being reclassified into the Library of Congress Cataloging System. All of the collections are designed for particular subject areas for easy reference, collections such as graded and ungraded texts and others. The Center also has public Internet access and CD-ROM products available.

The archival collection has a vast storehouse of documents for scholarly research.

Supporting Documentation:

- Technical Services Policies and Procedures Manual (Doc. #51)
- Special Collections Evaluation Forms (Doc. #64)
- Curriculum Bibliographies (Doc. #65)

5.1.3.4 *Institutions offering graduate work must provide library resources substantially beyond those required for baccalaureate programs.*

The University Library provides adequate resources for graduate study and research. During the academic year 1997-98, the University Library received funding to purchase resources to support new graduate degree programs in physical therapy and accountancy. The Library developed a plan for acquisitions to ensure that essential and required core materials were purchased to support initial implementation of the programs. Core material selection aids for the health sciences program included the Brandon-Hill Selected List of Books and Journals in Allied Health Sciences, American Physical Therapy Association materials, and materials by major health sciences publishers such as F. A. Davis. Over nine hundred items were added to the collection to support the health sciences curriculum.

Core material selection aids for the Masters of Accountancy program included the [Harvard Business School Core Collection](#), [Basic Business Library Core Resources](#) American Institute of Certified Accountants (AICPA), materials, and materials by major accounting publishers such as Commerce Clearing House.

The University also strives to build and maintain a high quality collection of materials to support other graduate degree programs in the College of Arts and Sciences, College of Education, and School of Music. For Special collections, print and non-print materials are selected for scholarly research, enabling graduate and undergraduate students to find sources to accommodate and/or support research.

Graduate programs in Allied Health and Accounting were offered in the Fall Semester of 1998. Course books and media software relevant to these areas were added to the collection.

Supporting Documentation:

- Proposal for Allied Health Programs (Doc. #20)
- Proposal for Masters of Accountancy Degree Program (Doc. #21)
- Proposal for Environmental Microbiology (Doc. #18)
- Health Sciences and Accountancy Budget Reports, 1997-98 (Doc. #66)
- Health Sciences Collection Acquisitions List (Doc. #67)
- Special Collections Policies and Procedures Manual (Doc. #63)

5.1.3.5 *Librarians, teaching faculty and researchers must share in the development of collections, and the institution must establish policies defining their involvement.*

The University Library staff works in collaboration with faculty and students to build and maintain the collection in all formats of materials. Material requests are evaluated in accordance with the criteria stipulated in the collection development policy. The Collection Development Librarian and the Public Services staff serve as liaison to all academic departments. Each librarian is assigned a specific subject area and is

responsible for evaluating and selecting materials for the collection. Often each librarian communicates directly with the faculty members in each assigned subject area to determine instructional and research needs and priorities. Faculty and students are encouraged to make suggestions for materials to be purchased on a regular basis and to request replacements for missing books. The library staff distributes publisher catalogs, resource lists, and other selection tools to the faculty to assist them in participating in collection development activities.

Supporting Documentation:

- Collection Development Policy, p. 5 (Doc. #22)
- Faculty Notice (Doc. #68)
- Serial Request Form (Doc. #32)
- Database Request Form (Doc. #69)
- Accountancy Ordering Procedures (Doc. #70)
- Allied Health Ordering Procedures (Doc. #71)
- Accountancy Internet Resource List (Doc. #72)
- Allied Health Internet Resource List (Doc. #73)
- Curriculum Materials Center Policies and Procedures Manual (Doc. #74)
- Special Collections Department Policies and Procedures Manual (Doc. #63)
- Procedures for Reporting Missing Books (Doc. #75)

5.1.3.6 Each library or learning resource center must have a policy governing resource material selection and elimination, and should have a procedure providing for the preservation, replacement or removal of deteriorating materials in the collection.

As stated in 5.1.1.6, the University Library has developed a collection development policy to establish criteria for acquiring library materials. The policy provides guidance on evaluating, selecting, and deselecting library materials. Library materials are collected in various formats to include print, non-print, and electronic resources. Print and non-print material are evaluated according to such criteria as authoritativeness, accuracy, timeliness, depth and price. Electronic material requests are evaluated on such criteria as ease of use, response time, comprehensiveness, timeliness, retrieval methods, and format. Duplication of materials are limited to those justified by continuous and heavy use or archival purposes. The collection is evaluated on a regular basis to identify materials that are obsolete, worn, or damaged beyond repair. The material is considered for replacement if it is still in print and is deemed valuable to the collection. Order request cards are available to the faculty to facilitate their involvement in the collection development process. The order request cards are disseminated to the faculty directly, and the cards can be picked up at the circulation desk.

Supporting Documentation:

- Collection Development Policy (Doc. #22)
- Special Collections Policies and Procedures Manual (Doc. #63)
- Technical Services Policies and Procedures Manual (Doc. #51)
- Curriculum Materials Center Policies and Procedures Manual (Doc. #74)

5.1.4 Information Technology

5.1.4.1 The institution must provide evidence that it is incorporating technological advances into its library and other learning resource operations.

The University Library has implemented electronic workstations throughout the library. Each workstation is seamlessly integrated with the campus network. This allows immediate access to local and external resources from a standardized browser interface. Implementation of the Library Management System (LMS), which occurred in January 1993, allows convenient access to HORNNet. The University Library is positioned to provide remote access to library resources.

The library homepage committee maintains an internal homepage that lists numerous external and local database resources. Other library committees continue to plan for future technology innovations (Technology Committee, Access Committee, Homepage Committee).

The library is currently researching a client/server based library management system. This will enable the library's staff to leverage technology into their workflow.

Supporting Documentation:

- Library's Technology Plan (Doc. #56)
- Five Year Plan for Advancement (Doc. #76)
- Strengthening Library Operations Through Computerization Plan: Title III Activity (Doc. #7)
- Committee Reports (Doc. #10)

5.1.5 Cooperative Agreements

5.1.5.1 Cooperative agreements must not be used by institutions to avoid responsibility for providing

The University Library and Learning Resources Center uses both formal and informal cooperative agreements to enhance its own collection of core materials, both print and electronic. These agreements do not supersede the library's policy to order those materials that support the University's curriculum. Decisions on participation in cooperative agreements are made corporately by the

adequate and readily accessible library resources and services.

university's professional librarians, utilizing their expertise and awareness of faculty and student needs.

5.1.5.2
Cooperative agreements must be formalized and regularly evaluated.

Cooperative agreements through Interlibrary Loan (ILL) provide quick, effective access to lower demand materials that would not be cost effective for the library to hold in-house.

The University Library has utilized its association with Solinet and OCLC to increase its ability to deliver materials to its patrons. This includes both ILL as well as processing of materials actually owned by the library. Such consortia agreements allow the library to enhance many areas of its operations, all to the effect of improving patron access to information.

In some situations, document delivery services such as CARL UnCover can provide even more immediate access than ILL operations. Desktop delivery of materials to a patron's computer is now a reality.

The Montgomery Higher Education Consortium, which consists of six institutions, provides faculty and students access and loan privileges at each participating institution. The Consortium allows patrons to benefit from that rich source of information available.

The Network of Alabama Academic Libraries (NAAL), consisting of approximately thirty institutions, provides a vehicle for participating institutions to cooperate in collection development, avoiding duplication of expensive special holdings while providing shared resources, including electronic, at reduced institutional cost.

The Library and Learning Resources Center has demonstrated a strong commitment to establishing cooperative agreements and participating actively in those agreements. The net result has been to strengthen the academic learning environment.

Supporting Documentation:

- *Guidelines & Procedures*. Montgomery Higher Education Consortium. August 25, 1997. (Doc. #55)
- Medina, Sue O. "The Evolution of Cooperative Collection Development in Alabama Academic Libraries." *College & Research Libraries*. January 1992: pp.7-19. (Doc. #79)
- Network of Alabama Academic Libraries. "1997-1998 Annual Plan, Approved November 5, 1997." *1998 Planning Retreat Documents*. pp. 50-57. (Doc. #80)
- Network of Alabama Academic Libraries. *Responsibilities of Academic Institutions for Library Services Supporting Distant Education*. Approved November 5, 1997. (Doc. #81)
- Network of Alabama Academic Libraries. "Statewide Collection Development Program." *1995-96 Handbook*. Pp. 34-46, Appendix B1-B4. (Doc. #82)
- *OCLC Profile*. Web Document. Dated: 10/5/98. www.oclc.org/oclc/splan/profile.htm (Doc. #83)
- *Solinet: Mapping the Future, Long Range Strategic Plan 1998-2000*. Web Document. Dated 10/5/98. www.solinet.net/solinet/longgrng.htm (Doc. #84)
- *SourceOne Uncover*. The Uncover Company. (Document Delivery Subscription Information Packet). (Doc. #85)
- Collection Development Policy (Doc. #22)

5.1.6 Staff

5.1.6.1 Libraries and other learning resources must be adequately staffed by professionals who hold graduate degrees in library science or in related fields such as learning resources or information technology.

The library is staffed with fifteen professional librarians including the library director, all of whom possess the masters degree in library science from accredited library schools. The staffing requirement for the library is consistent with the Standards for College and Research Libraries—sixteen support staff and approximately fifty to sixty student assistants. Four members of the support staff also have a masters degree in a subject area other than library science.

The director holds the doctoral degree in library and information studies, and four professional librarians hold a second masters degree in a subject field providing a specialist's knowledge in areas that assist researchers. Both Public Services and Technical Services managers hold the second masters in a subject field with a combined total of forty-six years of professional library experience.

To work in jobs providing reference services to advanced degree programs, librarians are required to have experience in the subject area of the degree program or the second masters in the subject area in support of

graduate level research.

Supporting Documentation:

- Network of Alabama Academic Libraries' (NAAL)Comparative Charts for Library Personnel (Doc. #86)
- Library Personnel Documents (Doc. #88)
- Faculty Handbook (Doc. #90)
- Staff Handbook (Doc. #91)

5.1.6.2 *The institution must justify any exceptions on an individual basis.*

There are no exceptions.

Supporting Documentation:

- Network of Alabama Academic Libraries' (NAAL)Comparative Charts for Library Personnel (Doc. #86)
- Library Personnel Documents (Doc. #88)
- Faculty Handbook (Doc. #90)
- StaffHandbook (Doc. #91)

5.1.6.3 *The number of library support staff members must be adequate.*

According to the Standards for College Libraries, as approved by the Association of College and Research Libraries (ACRL), the quantitative requirements for support staff shall be no less than 65% of the total library staff, not including student assistants. The University Library currently has a support staff of sixteen, which represents 45% of the total library staff of thirty-one. The library recognizes its need to increase support staff. There is also a need for more student assistants and twenty-hour student workers, as reflected in budget documents.

Supporting Documentation:

- Integrated Postsecondary Education Data System (IPEDS), p. 5 (Doc. #24)
- Association of College and Research Libraries (ACRL) Standards (Doc. #25)
- Network of Alabama Academic Libraries (NAAL) Statistical Reports, p. 3 (Doc. #19)
- Budget Proposal; FY 1998-99 (in Library Personnel Documents) (Doc. #88)

5.1.6.4 *Institutional policies concerning faculty status, salary, and contractual security for library personnel must be clearly defined and made known to all personnel at the time of employment.*

The University's personnel policies are defined by the Department of Human Resources in a loose-leaf policy notebook for faculty and staff. The handbook and appropriate job description, which becomes a part of the contractual agreement, are provided to each new employee at the time of employment. Continuing employees are provided revisions and updates from the Department of Human Resources as approved by the Board of Trustees.

Supporting Documentation:

- Faculty Handbook (Doc. #90)
- Staff Handbook (Doc. #91)
- Library Personnel Documents (Doc. #88)

5.1.7 Library/Learning Resources for Distance Learning Activities

5.1.7.1 *For distance learning activities, an institution must ensure the provision of and ready access to adequate library/learning resources and services to support the courses, programs, and degrees offered*

Alabama State University provides distance learning courses at five different sites throughout the state. All distance learning students have full access to Alabama State's library collection as well as any other institution's collection with which the library has entered into a reciprocal agreement. No degrees are offered solely through distance learning sites and no formal, Alabama State owned distance learning centers have been established to date. When formal centers are established, the library is committed to bringing informational support to those centers.

5.1.7.2 *The institution must own the library/learning resources, provide access to electronic information available through existing technologies, or provide them through formal agreements.*

Within each of the geographical regions where a distance learning course is offered, students have nearby access to other academic and public libraries which allow them to use their facilities. In some cases a formal agreement has been established to enhance student access to the necessary resources. Realizing that this is ultimately inadequate in the long term for distance learning needs, the university library is committed to developing the resources necessary to more effectively support distance learning sites.

5.1.7.3 *The institution must assign responsibility for providing library/learning resources and services and for ensuring continued access to them at each site*

The library has invested heavily in electronic information resources in the last few years and is committed to developing the technology to deliver this information not just to campus users, but to distance users as well. This may involve establishing technology resources at those sites and/or establishing additional formal agreements with appropriate institutions.

Document delivery is another technological solution to

distant patron access. With the ability to deliver information to the desktop, the library is in a position to provide information to distant users as quickly as to those locally.

5.1.7.4 *When formal agreements are established for the provision of library resources and services, they must ensure access to library resources pertinent to the programs offered by the institution and include provision for services and resources which support the institution's specific programs—in the field of study and at the degree level offered*

The University Library and Learning Resources Center is committed to providing the necessary informational and technological resources to meet the needs of Alabama State University students and faculty. While some improvements are necessary, the library has clearly shown itself to be a leader in the introduction of technology to the campus and is considering additional ways in which to provide its many and varied resources to distant students and faculty as well.

Supporting Documentation:

- *Alabama State University Course Schedule Book*. Fall 1998. (Doc. #92)
- *Guidelines & Procedures*. Montgomery Higher Education Consortium. August 25, 1997. (Doc. #55)
- Medma, Sue O. "The Evolution of Cooperative Collection Development in Alabama Academic Libraries." *College & Research Libraries*. January 1992: pp. 7-19. (Doc. #79)
- Network of Alabama Academic Libraries. "1997-1998 Annual Plan, Approved November 5, 1997." *1998 Planning Retreat Documents*. pp.50-57. (Doc. #80)
- Network of Alabama Academic Libraries. *Responsibilities of Academic Institutions for Library Services Supporting Distant Education*. Approved November 5, 1997. (Doc. #81)
- Network of Alabama Academic Libraries. "Statewide Collection Development Program." *1995-96 Handbook*. Pp. 34-46, Appendix B1-B4. (Doc. #82)
- *OCLC Profile*. Web Document. Dated: 10/5/98. www.oclc.org/oclc/splan/profile.htm (Doc. #83)
- *Solmet: Mapping the Future, Long Range Strategic Plan 1998-2000*. Web Document. Dated 10/5/98. www.solinet.net/solinet/longgrng.htm (Doc. #84)
- *SourceOne Uncover*. The Uncover Company. (Document Delivery Subscription Information Packet). (Doc. #85)
- Network of Alabama Academic Libraries. *Meeting of the 1997-98 Advisory Council [Minutes]*. November 5, 1997. (Doc. #93)
- *SACS Visiting Committee Report,, 1989-90*. (SACS 5.1.1.1). pp. 44-51. (Doc. #97)
- *ASU Response to SACS Visiting Committee Report, 1989-90* (SACS 5.1.1.1). pp. 4-11. (Doc. #96)

5.2 INSTRUCTIONAL SUPPORT

5.2.1 *To support its curriculum, each institution must provide a variety of facilities and instructional support services (e.g. educational equipment and specialized facilities such as laboratories skills centers) which are organized and administered so as to provide easy access for faculty and student users.*

The Educational Media Center, located on the fifth floor of the Library, is home to a broad spectrum of support activities, space notwithstanding. All services are delineated in detail. This provides for unusual hours and also for unexpected scheduling. Information providers on hand ensure the effective utilization of resource materials. Services such as duplication, both audio and visual, university wide events, are taped, edited and returned to the requestor; these activities along with storage and upkeep of media equipment are part of the Center's daily activities. The inventory list is constantly being upgraded, thus reflecting the needs of today's technology.

The Library's Computer Lab, which is funded by Title 1711, is located on the second floor and is staffed all hours the library is open. Computers and a laser printer provide Internet and word processing access for students. The Computer Lab is used as an online classroom to teach staff new systems.

Supporting Documentation:

- Educational Media Center Goals and Objectives (Doc. #94)
- Monthly How Goes It Reports (Doc. #9)
- Five Year Plan for Educational Media Center (Doc. #3)
- Educational Media Center Inventory List (Doc. #23)
- Computer Lab Policies and Procedures Manual (Doc. #95)
- Strengthening Library Operations Through
- Computerization Plan: Title III Activity (Doc. #7)

5.2.2 *They must be adequate to allow fulfillment of the institutional purpose and contribute to the effectiveness of learning. These requirements apply to all programs wherever located or however delivered*