

## **Unit Missions**

### **LS Mission Statement**

#### **Mission statement**

Library Services is dedicated to meeting the diverse informational, educational, and research needs of students, faculty, staff, and regional community. It maintains a commitment to excellence as it acquires, develops, and provides access to resources that promote educational achievement and life-long learning.

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### **UA Mission Statement**

#### **Mission statement**

The University Archives & Museum, serving as a unit of Library Services, collects, preserves and provides access to materials relating to the history and heritage of the Mississippi Delta and the institutional records of Delta State University.

## **Gen Ed Learning Outcomes**

### **LIB\_101\_GE 01: Critical and Creative Thinking**

**Start:** 7/1/2014

**End:** 6/30/2015

#### **Gen Ed learning outcome (competency)**

Developing sound analytical and reasoning skills and the ability to use them to think critically, solve problems, analyze logically and quantitatively, and effectively respond to change.

#### **Data Collection**

- (1) Pre/post-tests, quizzes, and writing assignments are used to measure the learning outcomes of LIB 101.
- (2) Data from the pre/post-tests, quizzes, and writing assignments are collected from Canvas, the online learning management system. The results are recorded in an Excel spreadsheet. The final project, an annotated bibliography, is submitted to a plagiarism detection database before it is submitted to Canvas. Data from the final project is collected from both sources.
- (3) The pre/post tests are analyzed by individual questions to determine mastery of information literacy skills and concepts. The final project, an annotated bibliography is evaluated based on the topic, references, technology used to find information, types of sources, and citation style. The final project encompasses everything the student has learned including choosing a topic, searching for a variety of sources, picking the best ones, evaluating them, and presenting them in the appropriate method of citation.

#### **Results of Evaluation**

- (1) Pre/post-tests, quizzes, and writing assignments are used to measure the learning outcomes of LIB 101.
- (2) Data from the pre/post-tests, quizzes, and writing assignments are collected from Canvas, the online learning management system. The results are recorded in an Excel spreadsheet. The final project, an annotated bibliography, is submitted to a plagiarism detection database before it is submitted to Canvas. Data from the final project is collected from both sources.
- (3) The pre/post tests are analyzed by individual questions to determine mastery of information literacy skills and concepts. The final project, an annotated bibliography is evaluated based on the topic, references, technology used to find information, types of sources, and citation style. The final project encompasses everything the student has learned including choosing a topic, searching for a variety of sources, picking the best ones, evaluating them, and presenting them in the appropriate method of citation.

#### **Use of Results**

- (1) The results of the pre-test show that students are familiar with basic types of information such as primary and secondary sources in print and electronic format. However, students begin the course with limited search strategies centered on using the Internet and search engines. The results of the post-test and final project show that students have learned to use peer-reviewed sources and subject-specific databases to conduct better research using authoritative sources.
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 **LIB\_101\_GE 04: Inquiry and Technology**

**Start:** 7/1/2014

**End:** 6/30/2015

**Gen Ed learning outcome (competency)**

Building the skills for the search, discovery, evaluation, and application of information, including an understanding of the nature and limits of appropriate technology.

**Data Collection**

- (1) Writing assignments are used to determine if students are able to find information by effectively searching specific databases.
- (2) Writing assignments are submitted and collected via Canvas, the online learning management system.
- (3) Writing assignments are evaluated based the principles of information literacy.

**Results of Evaluation**

- (1) The results of the writing assignments show that students are learning to conduct research using a variety of electronic sources and databases. Over time students learn to use Boolean operators, controlled vocabulary, and appropriate search strategies to effectively search for information.

**Use of Results**

- (1) No specific recommendations.
- (2) Changes in the course content of LIB 101 regularly includes the addition of new media and technology that reinforces the concepts of information literacy.



## **Unit Goals**

### **LS 2015\_01: Fulfilling Information Needs**

**Start:** 7/1/2014

**End:** 6/30/2015

#### **Unit Goal**

To serve the Delta State University students, faculty and community by fulfilling their information needs.

#### **Evaluation Procedures**

Survey questionnaires designed to ascertain library and IRC effectiveness were distributed to faculty and students by Institutional Research.

Relevant data was derived from surveys conducted with graduates.

Feedback was obtained from formal and informal meetings with the faculty of each academic department.

Feedback was obtained from formal and informal meetings with the Student Government Association and other student groups.

Comments and suggestions were obtained from “How Do We Rate?” response forms in both print and online formats.

Feedback and advice was obtained from the University Library Committee.

Feedback from students and faculty members was obtained during the reference assistance process.

Library resources in selected disciplines are reviewed against recommended lists of core titles and in response to the needs of specific courses and faculty members.

#### **Actual Results of Evaluation**

Roberts-LaForge Library continues to be the most frequently used program or service and have the highest quality rating of any campus service organization according to surveyed graduating students.

Use of Roberts-LaForge Library for 2012-2013 was 127,542. The high rate of use is notable when considering the growing number of electronic resources and services that the library offers to remote users.

Circulation of items from the general, eBook, and IRC collections was 32,929. The circulation of reserve items was 2,711.

The use of electronic databases resulted in 636,789 searches.

There is an ever-increasing demand for electronic resources to be purchased by the library and made accessible both in the library and through the campus data network.

The courtesy and helpfulness of the library staff continues to receive high marks by both faculty and students.

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The reference department provided 62 BI sessions attended by 1,061 people and answered 6,926 reference questions.

**Use of Evaluation Results**

The Library was again able to take advantage of a cooperative subscription agreement between libraries throughout the state of Mississippi that provided access to the EBSCOHost Academic Search Premier database which provides access to more than 4,500 full-text journals.

Continued subscriptions to full-text library databases have resulted in the DSU community having access to 24,042 journals in electronic form.

In response to identified needs and with assistance from GST 600, an acquisitions fund was again created to support the information needs of new faculty members. Each may submit library book and audio visual materials orders totaling up to \$500 during their first academic year of service. This well received program is helping them to be better prepared to give quality instruction and in providing for the information needs of the students in their classes.

A comprehensive retrospective authority control project continued with outsourcing support from MARCIVE. Extensive work on the part of the Technical Services and Systems departments resulted in a much cleaner and easy to use database. MARCIVE will provide monthly updates to the authority records on a subscription basis.

Library 101, "Fundamentals of Information Literacy," a three credit elective course in the revised General Education Curriculum taught by Reference Librarians was offered in the fall 2012, spring and summer 2013 semesters.

In the past year, the Reference Librarians prepared new bibliographic and instructional guides and revised numerous existing guides written to facilitate the use of library resources. These are available in print and in electronic form on the library Web site. 1,620 print pathfinders were distributed to the DSU community.

Library Services regularly provides Non-DSU groups tours of the library, as well as instruction on how to conduct research in the library and how to use its informational databases. During the most recent year, 104 students in 5 classes were served.

The Reference Department regularly offers continuing education classes to teachers and librarians of Delta Area Association for the Improvement of Schools on how to search and effectively use MAGNOLIA databases. One or more classes are offered each fall and specialized classes are offered at other times at individual schools.

The Reference Department periodically offers continuing education classes on electronic reference and database searching for employees of Dancing Rabbit Consortium Libraries.

To better serve the needs of some users, the Reference Department continued to offer a Reference by Appointment service. Students and faculty with in depth reference and research needs may make an appointment with one of the reference librarians for a consultation period that is appropriate to their need.

## ***Delta State University FY 2015 Unit Level Report***

### ***Department: Library Services***

Library Web pages undergo a nearly continuous process of enhancement and revision. More locally compiled information is added, along with links to electronic information sources and databases created by others. These efforts have resulted in high satisfaction and usage scores by both students and faculty in spring 2013 surveys.

Roberts-LaForge Library continued to provide strong support and leadership for the multi-type library cooperative in northwest Mississippi known as Dancing Rabbit Library Consortium. It enables DSU students to access other libraries in the region (this is important for some of our distance education students to access resources and computers). The group of public, community college and university libraries offers a reciprocal patron borrowing program, received grant funding to support the creation of online exhibits. The group also cooperates on staff development programs, some of which have been offered by our staff.

Borrowing privileges continued to be extended to school district employees at all Delta Area schools for 2012-2013.

At the request of the Student Government Association, the library extended its hours until midnight during Finals Week.

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## **LS 2015\_02: Identification, selection, and acquisition of materials**

**Start:** 7/1/2014

**End:** 6/30/2015

### **Unit Goal**

To identify, select, and acquire library materials, regardless of format, in a timely manner.

### **Evaluation Procedures**

Survey questionnaires designed to ascertain library effectiveness were distributed to faculty and students by Library Services.

Relevant data was derived from surveys conducted by various academic disciplines and graduates.

Feedback was obtained from formal and informal meetings with the faculty of each academic department.

Feedback was obtained from formal and informal meetings with the Student Government Association and other student groups.

Comments and suggestions were obtained from "How Do We Rate?" response forms.

Feedback and advice was obtained from the University Library Committee.

Feedback from students and faculty members was obtained during the reference assistance process.

Library resources in selected disciplines are reviewed against recommended lists of core titles and in response to the needs of specific courses and faculty members.



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Review of operations and procedures by library personnel.

**Actual Results of Evaluation**

Faculty members and students consider additional up-to-date books, journals, and audiovisual materials to be their number one library related need. Many of them report that we are not fulfilling all of their needs, but seem to understand that current budget constraints are limiting our acquisitions.

During the 2012-2013 year, 1,264 volumes, 13 microform items were added to the collection.

**Use of Evaluation Results**

The generous financial donations in previous years by Mr. Eugene Dattel continue to make an impact on our holdings. Additional items were ordered with those funds this past year and previously ordered titles were received, cataloged and added to the collection. They are enhancing library resources in the areas of Mississippi and Delta history and culture.

In response to identified needs and with assistance from GST 600, an acquisitions fund was again created to support the information needs of new faculty members. Each may submit library book and audio visual materials orders totaling up to \$500 during their first academic year of service. This well received program is helping them to be better prepared to give quality instruction and in providing for the information needs of the students in their classes.

Library Web pages undergo a nearly continuous process of enhancement and revision. More locally compiled information is added, along with links to electronic information sources and databases created by others. These efforts have resulted in high satisfaction and usage scores by both students and faculty in spring 2013 surveys.

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 **LS 2015\_03: Evaluation of collections, facilities, and services**

**Start:** 7/1/2014

**End:** 6/30/2015

**Unit Goal**

On a continuing basis, evaluate and restructure the library collection, facilities and services.

**Evaluation Procedures**

Survey questionnaires designed to ascertain library effectiveness were distributed to faculty and students by Library Services.

Relevant data was derived from surveys conducted by various academic disciplines and graduates.

Feedback was obtained from formal and informal meetings with the faculty of each academic department.

Feedback was obtained from formal and informal meetings with the Student Government Association and other student groups.

Comments and suggestions were obtained from “How Do We Rate?” response forms.

Feedback and advice was obtained from the University Library Committee.

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Feedback from students and faculty members was obtained during the reference assistance process.

Library resources in selected disciplines are reviewed against recommended lists of core titles and in response to the needs of specific courses and faculty members.

Review of operations and procedures by library personnel.

Annual staff performance reviews.

#### **Actual Results of Evaluation**

Faculty members and students consider additional up-to-date books, journals, and audiovisual materials to be their number one library related need. Many of them report that we are not fulfilling all of their needs, but seem to understand that current budget constraints are limiting our acquisitions.

There is increasing demand for electronic resources to be purchased by the library and made accessible both in the library and through the campus data network. While we continue to make progress in this area, budget considerations have limited our ability to respond to user recommendations.

Use of Roberts-LaForge Library for 2012-2013 was 127,542. The high rate of use is notable when considering the growing number of electronic resources and services that the library offers to remote users.

Circulation of items from the general, eBook, and IRC collections was 32,929. The circulation of reserve items was 2,711.

Many students and some faculty members do not have a good base of knowledge on how to effectively find the information resources they need. Appropriate search skills and the knowledge to critically assess information sources are often lacking.

#### **Use of Evaluation Results**

The Library was again able to take advantage of a cooperative subscription agreement between libraries throughout the state of Mississippi that provided access to the EBSCOHost Academic Search Premier database which provides access to more than 4,500 full-text journals.

In response to identified needs and with assistance from GST 600, an acquisitions fund was again created to support the information needs of new faculty members. Each may submit library book and audio visual materials orders totaling up to \$500 during their first academic year of service. This well received program is helping them to be better prepared to give quality instruction and in providing for the information needs of the students in their classes.

A comprehensive retrospective authority control project continued with outsourcing support from MARCIVE. Extensive work on the part of the Technical Services and Systems departments resulted in a much cleaner and easy to use database. MARCIVE will provide monthly updates to the authority records on a subscription basis.

Library 101, "Fundamentals of Information Literacy," was increased to a three credit elective course in the revised General Education Curriculum taught by Reference Librarians and was offered in both the fall 2012, spring and summer 2013 semesters.

In the past year, the Reference Librarians prepared new bibliographic and instructional guides and revised numerous existing guides written to facilitate the use of library resources. These are available in



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print and in electronic form on the library Web site. 1,620 print pathfinders were distributed to the DSU community.

To better serve the needs of some users, the Reference Department continued to offer a Reference by Appointment service. Students and faculty with in depth reference and research needs may make an appointment with one of the reference librarians for a consultation period that is appropriate to their need.

Library Web pages undergo a nearly continuous process of enhancement and revision. More locally compiled information is added, along with links to electronic information sources and databases created by others. These efforts have resulted in high satisfaction and usage scores by both students and faculty in spring 2013 surveys.

Borrowing privileges continued to be extended to school district employees at all Delta Area schools for 2012-2013.

At the request of the Student Government Association, the library extended its hours until midnight during Finals Week.

We continue to have serious problems with windows leaking. Rain water leaks in and an increasing number of windows and approximately 100 have water and condensation between the panes. The continuous leaks have resulted in various degrees of damage around the windows.

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## **LS 2015\_04: Providing and promoting professional growth**

**Start:** 7/1/2014

**End:** 6/30/2015

### **Unit Goal**

To provide and promote opportunities for professional growth for all Library Services staff members, with the end result being improved library services.

### **Evaluation Procedures**

Survey questionnaires designed to ascertain library effectiveness were distributed to faculty and students by Library Services.

Relevant data was derived from surveys conducted by various academic disciplines and graduates.

Feedback was obtained from formal and informal meetings with the faculty of each academic department.

Feedback was obtained from formal and informal meetings with the Student Government Association and other student groups.

Comments and suggestions were obtained from "How Do We Rate?" response forms.

Feedback and advice was obtained from the University Library Committee.

Feedback from students and faculty members was obtained during the reference assistance process.

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*Department: Library Services*

Annual staff performance reviews.

**Actual Results of Evaluation**

Continuing education and training are important factors which enable staff to stay abreast of new trends and to cope with rapid changes in the modern information services field.

**Use of Evaluation Results**

As has been the practice in the past, Library Services continued its emphasis on staff development and training. Most staff members participated in campus and off-campus workshops, specialized seminars, and professional meetings, for credit courses, online courses, and study trips to similar departmental operations at other libraries. Some of these are listed in the Personnel section, but there are far too many to include in this report.

Library staff attended a staff development and team building workshop sponsored by Staff Council in May of 2013. A number of staff members participated in study tours of other academic libraries and participated in other workshops, seminars and professional meetings.

Throughout the report period, some staff members participated in campus computer software workshops also offered by the Office of Information Technology.

Many of the staff were supported to attend dozens of workshops, seminars, and professional meetings in Mississippi and elsewhere in the United States.

The knowledge gained from these professional development opportunities helped Library Services staff to more effectively evaluate information resources and to use limited acquisitions funds efficiently.