I. **UNIT TITLE:** Instructional Resources Center

**UNIT ADMINISTRATOR:** Frieda Quon

II. **DATA AND INFORMATION FOR DEPARTMENT:**

A. **Statistical Overview:**

<table>
<thead>
<tr>
<th>Category</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>2925</td>
</tr>
<tr>
<td>Reference/Ref</td>
<td>621</td>
</tr>
<tr>
<td>Reference-Audio-CD/CD Ref</td>
<td>27</td>
</tr>
<tr>
<td>Teacher Resources/TCHR</td>
<td>1080</td>
</tr>
<tr>
<td>Textbooks/TEXT</td>
<td>2159</td>
</tr>
<tr>
<td>Textbooks-TEXT RT/DC/CD/MV</td>
<td>202</td>
</tr>
<tr>
<td>Textbooks/TEXTRS</td>
<td>3823</td>
</tr>
<tr>
<td>Textbooks-Media/TEXTRS RT/DC/CD/MV</td>
<td>207</td>
</tr>
<tr>
<td>Books/Juv</td>
<td>13485</td>
</tr>
<tr>
<td>Big Books</td>
<td>134</td>
</tr>
<tr>
<td>Comp/DC/Music</td>
<td>801</td>
</tr>
<tr>
<td>Comp/CD/Rom/Disc</td>
<td>339</td>
</tr>
<tr>
<td>Comp/Laser/LD</td>
<td>27</td>
</tr>
<tr>
<td>Digital Audio Tape/DAT</td>
<td>112</td>
</tr>
<tr>
<td>Filmstrips/FS</td>
<td>40</td>
</tr>
<tr>
<td>Games/KL</td>
<td>4</td>
</tr>
<tr>
<td>Handbooks/HB</td>
<td>161</td>
</tr>
<tr>
<td>Kits/KT</td>
<td>290</td>
</tr>
<tr>
<td>Maps &amp; Charts/PA/PC/PI/PS</td>
<td>494</td>
</tr>
<tr>
<td>Records/LP</td>
<td>8883</td>
</tr>
<tr>
<td>Records/RD (Circ-LP)</td>
<td>504</td>
</tr>
<tr>
<td>Scores</td>
<td>4214</td>
</tr>
<tr>
<td>Slides/TS</td>
<td>502</td>
</tr>
<tr>
<td>Tapes/RT</td>
<td>2842</td>
</tr>
<tr>
<td>Transparencies/TR</td>
<td>16</td>
</tr>
<tr>
<td>Videos/MV</td>
<td>4180</td>
</tr>
<tr>
<td>Digital Videos/DVD</td>
<td>123</td>
</tr>
<tr>
<td>Zip Drive</td>
<td>1</td>
</tr>
<tr>
<td>Digital Camera</td>
<td>4</td>
</tr>
</tbody>
</table>
B. Noteworthy Activities and Accomplishments:

Sirsi, the library's automated management system indicates that the Instructional Resources Center continues to circulate the Highest Interest Items in all three areas: titles, authors, and subjects.

To better serve our community, the Roberts-LaForge Library and the Instructional Resources Center has expanded the borrowing program for Cleveland Area Teacher School District Employees to include other Delta Area school districts as well. Now area teachers may check out library materials for classroom use. An increasing number of teachers have taken advantage of this opportunity.

In the Delta State University 2004 spring survey the Instructional Resources Center received high marks in regards to materials and service.

Teach for America teachers from surrounding area schools continue to come use IRC resources for their teaching units and lesson plans.

The IRC staff work with the Developmental Reading students to help them develop their reading proficiency skills.

The IRC staff work with student teachers on their STAI (Student Teacher Assessment Instrument) in gathering resources for their presentations.

Classes visiting the Instructional Resources Center are also given a demonstration in the Bibliographic Instruction Room – to illustrate the Sirsi functionality and other online resources, databases, and techniques.

As patrons check out materials from the Instructional Resources Center, we inform them about their library pin number which enables them access to use reserve materials, review and/or renew library items online.

New shelving for videos and DVDs was installed on the south wall of the Instructional Resources Center. Moving the videos and DVDs cleared much needed shelf space for the expanding textbook collection.

State Adopted K-12 textbooks were received from the Mississippi Department of Education and the School Supply Company. In accordance with the agreement, these books are being added to the Instructional Resources Center collection as a preview collection placed on reserve for five years.

Consulting with College of Education faculty, it was decided that reading textbooks older than 1990 would be withdrawn from the Instructional Resources Collection.
Outdated media formats (filmstrips, games, handbooks, kits, maps, charts, slides, audio tapes, transparencies, ¼ inch video tapes were reviewed and discarded.

Contacts were made with various departments regarding outdated resources so they would be aware and could request replacement materials in current formats.

Weeded textbooks and media materials were available to area schools needing supplemental materials.

All of the music collection is now housed in the former Faculty Technology Learning Center (Room #119). All LPs are now housed on three ranges of special shelving designed for records and shelving for the music score collection was installed along the walls.

The two counters from the Faculty Technology Learning Center were relocated — one created additional workspace for the Ellison Die Cut production area and the second made a perfect behind the scene work area for laminating books, applying book jackets, book repairs, etc.

The Instructional Resources Center staff work area is vastly improved with the work counter placement that allows view of the door and the front area of the IRC when there is only one person on duty.

A staff desk was moved to the space where the LPs were for the Library Assistant II. Two sided counter height shelves were placed outside the office area increasing visibility.

The shelving (that was for the music score collection before) along the wall in the work room area now houses videos on reserve, computer software, non-circulating text media, and kits.

IRC staff worked with newly hired Library Assistant II, Melinda Mattison to train her for Instructional Resources Center responsibilities and duties.

IRC staff continues to work with Technical Services to enter Conversion-on-the-fly materials to the on-line catalog.

Worked with new faculty making them more comfortable with resources available to them and explaining how they might request items that they need. The Library allowed each new faculty $500 for library requests.

Obtained course syllabi from faculty who assign students to the Instructional Resources Center which gives us a better insight of their material needs.

Loaded software for faculty requiring students to use computer programs in the Instructional Resources Center.
Added another antique book case for the display of historical children's literature collection

Dr. Janie Allen-Bradley continues to add materials to the historical children's book collection which is used each semester with the Children's Literature classes

During National Library Week the Instructional Resources Center sponsored a series of special activities throughout the week:

Alphonso Sanders presented a Jazz Night program
Nancy Clark, DSU Theater professor presented story hour to the DSU preschoolers
Joy Liang demonstrated Chinese Calligraphy and Culture
Photographs by Virginia Rayner was displayed throughout the library
Mystery Night in the Library brought participants to the Instructional Resources Center in search of clues

At Halloween the DSU day care children in their costumes came by the Instructional Resources Center to trick-or-treat, they were given bookmarks and animal cookies

Continuing the tradition of having children decorate the Instructional Resources Center Christmas tree, Presbyterian Day School Kindergarten students created unique ornaments

Frieda Quon serves as Library Liaison to the Departments of Curriculum and Instruction and Doctoral Program and Counselor Education and Psychology

Frieda Quon worked with Curriculum and Instruction faculty to develop book orders for the library at the Greenville Higher education Center

IRC staff worked with the Early Learning and Mentoring Program Director and Staff to locate appropriate resources and designed posters

Added a Monitor/Video Recorder/Player Combo

Added a monitor and digital video disc player

Added another digital camera for patron check out

Added another flat-bed scanner for patron use
A number of computers have been redesignated for patrons who need word processing and other computer functions

Added an Ellison Die Cut Machine and additional dies

Provided class tours for Delta State University and Cleveland area students

Worked with the Librarian from the Leland schools on plans for equipment and collection development

Worked with Girl Scouts of America groups for Books Badge

Additional Education journals and practical how-to type publications were added to the Instructional Resources Center’s teacher resource area.
Journal holdings in the IRC now include:

Arts & Activities
Child Education
Childhood Education
Classroom Notes Plus
Creative Classroom
Early Childhood News
Everyday TLC
Highlights for Children
Horn Book Magazine
Instructor
Mailbox (Preschool, Kindergarten, Primary, Intermediate)
Mailbox Bookbag
Mathematics Teaching in the Middle School
Scholastic Art
Scholastic Early Childhood Today
School Arts
Science Activities
Science and Children
Science Scope
Teaching Children Mathematics
YC: Young Children

A new pathfinder was designed listing Ellison Die Cuts available in the Instructional Resources Center
III. Personnel:

A. Noteworthy Activities and Accomplishments

Frieda Quon served on Committee for CLM Library 101 Course Development

Frieda Quon served on Library Services' Planning and Assessment Committee

Frieda Quon attended Children's Book Festival at University of Southern Mississippi
  Met authors and illustrators of children's books
  Visited the Gunn Curriculum Materials Center
  Visited the Music Library
  Visited the Juvenile Collection
  Visited the DeGrummond Collection
  Attended the Ezra Jack Keats Lecture

Frieda Quon attended the seminar on Communicating Professionalism Image in the Work Place

Frieda Quon spoke to Social Work Classes on cultural Diversity

Frieda Quon was interviewed by the Washington Times regarding cultural diversity

Frieda Quon served on the Delta State University Committee preparing for the self study for the Southern Association of College and Schools Reaccreditation Review -- Resources (Financial and Physical) Committee

Frieda Quon attended the Mississippi Humanities Council Award Banquet in Jackson, MS

Sheila Rayner attended the Children’s Book Festival at the University of Southern Mississippi

Sheila Rayner created the Big Book Pathfinder, updated the Ellison Die Pathfinder

Sheila Rayner labeled the Big Book Bags, making them easier to locate and reshelve
Sheila Rayner mounted numerous displays throughout the year: Chinese Exhibit, Valentine Exhibit, Martin Luther King, Black History Month, Presidential Posters, Zoo Animals, Happy Birthday Dr. Seuss, St. Patrick’s Day, Easter, Music, Chinese Paper Cuts and Art, Halloween, Thanksgiving, Indian, Christmas, National Library Week, Korean Exhibit, Bicentennial of Louisiana Purchase

Sheila Rayner attended a Diversity Workshop at Mississippi State University

Sheila Rayner attended the Blues and Jazz Celebration

Joy Liang spoke to a number of classes on Chinese life and culture

Joy Liang demonstrated Chinese Calligraphy during National Library Week

Joy Liang offered Chinese classes

Joy Liang resigned May 2003

Melinda Mattison was hired October 2003

Melinda Mattison resigned June 2004

IV. GOALS/OUTCOMES ASSESSMENTS:

UNIT GOAL I:

Evaluate, select, deselect and acquire materials in varied formats as well as equipment that support the mission of the Instructional Resources Center

INSTITUTIONAL GOAL:

Provide the resources, facilities, and the physical environment, which contribute to the intellectual, cultural, ethical, physical, and social growth and development of the student and of the surrounding community.

EXPECTED RESULTS:

Provide informational materials in varied formats as well as equipment that will fulfill patrons’ instructional needs

ASSESSMENT PROCEDURES:

Usage of survey designed to ascertain Instructional Resources Center effectiveness
One-on-one consultations were held with faculty who use the Instructional Resources Center

Worked with Curriculum and Instruction faculty to determine guidelines for weeding outdated textbook materials

Worked with Teaching and Learning Center Lab so as not to duplicate computer software selections

Feedback from students and faculty members from their visits to the Instructional Resources Center

Obtained course syllabus from faculty members who assigned students to materials in the Instructional Resources Center

**ACTUAL RESULTS:**

Results of the survey guided us on improvements of services and provided suggestions for collection development

Consultation with faculty and students through formal and informal discussion provided guidance within the collection that needed additional materials

Curriculum and Instructional faculty worked with the Instructional Resources Center staff on the weeding process of outdated textbooks

**USE OF RESULTS:**

Outdated media formats (filmstrips, games, handbooks, kits, maps and charts, slides, audio tapes, transparencies, ¼ inch video tapes) were reviewed and discarded

Books and media were purchased in key areas of the collection as determined by assessment procedures. As a result orders were submitted for juvenile titles, teacher resource materials, videotapes, audiocassettes, compact discs, computer software.

Consultation with faculty members and students in the College of Education identified the need for more textbooks (K-12th grade), particularly teachers’ editions. The State Department of Education is placing sets of textbooks currently being reviewed for state adoption in each of the university libraries in the state.

Obtaining syllabi from faculty gave us a better insight as to curriculum needs and aided greatly toward collection development
On recommendation of the Curriculum and Instruction faculty, it was decided that reading textbooks older than 1990 would be weeded from the Instructional Resources Center collection.

Old textbooks were made available to area schools that needed supplemental teaching materials.

Faculty in each department were advised of outdated resources in their area so they would request replacement materials in current formats.

Added a monitor/video recorder/player combo, a monitor and dvd player, a digital camera, and a flatbed scanner for patron use.

UNIT GOAL 2:

Improve the accessibility of the resources of the Instructional Resources Center to better serve the Delta State University students, faculty, and community.

INSTITUTIONAL GOAL:

Provide the resources, facilities, and the physical environment, which contribute to the intellectual, cultural, ethical, physical, and social growth and development of the student and of the surrounding community.

EXPECTED RESULTS:

Providing accessibility of the resources of the Instructional Resources Center, in any type format, needed to fulfill instructional activities and research programs for Delta State University students, faculty, and community.

ASSESSMENT PROCEDURES:

Usage of the IRC survey designed to ascertain effectiveness.

Meetings were held with faculty to determine their needs.

Informal consultations were held with students in regard to their specific requests.

Course syllabi were obtained from faculty who use the Instructional Resources Center and evaluated collection holdings.

Notations were made of patrons’ suggestions in regard to subject areas that we lacked in the Instructional Resources Center collection.

ACTUAL RESULTS:
Expanded evening and weekend hours has definitely made the Instructional Resources Center more available to patrons.

Additional shelving for the video/dvd collection has made this material more accessible.

Reserve Textbooks are on open shelves ready for students, faculty, and community patrons to review.

Moving the LP collection and music scores to the former faculty computer lab room is an improvement to have all of the music material in a designated area.

**USE OF RESULTS:**

Shifting the Textbook Reserve collection has vastly improved the usage of the these open reserve titles.

Relocating the videos and dvds allowed expansion shelf space for textbooks and the juvenile collection.

Bringing a counter to the Ellison work area has created a very nice production space for patrons working on projects.

The Music collection (LPs, Scores) is much more accessible all together in one room.

**UNIT GOAL 3:**

Promote use and expand awareness of the Instructional Resources Center holdings to students, faculty and community users.

**INSTITUTIONAL GOAL:**

Provide the resources, facilities, and the physical environment, which contribute to the intellectual, cultural, ethical, physical, and social growth and development of the student and of the surrounding community.

**EXPECTED RESULTS:**

More Delta State University students and faculty (in all disciplines) will learn about materials in the Instructional Resources Center.

Community users, including area teachers will become aware of the many resources available to them.
Initiate a new “Born to Read” program involving babies and toddlers in a special program designed to introduce them to books. Parents in the community have indicated an interest and the College of Education faculty will partner with the Instructional Resources Center to launch this effort.

**ASSESSMENT PROCEDURES:**

Contact different department across the campus to inform them of Instructional Resources Center holdings that would be of interest to them.

Notify area schools of the expanded area teacher borrowing policy.

Request Summer Reading List from area schools and identify titles that the Instructional Resources Center own and consider adding to the collection from this list.

**ACTUAL RESULTS:**

Establish contact person in each department, working perhaps with the library liaison staff.

More faculty will bring classes for tours in Instructional Resources Center.

More area teachers will take advantage of the expanded area teacher borrowing privileges.

Establish “Born to Read” program in the Instructional Resources Center.

**USE OF RESULTS:**

Work with patrons to determine curriculum needs.

Develop appropriate pathfinders for special subject areas.

Purchase juvenile titles recommended on the area schools summer reading list.

Involve parents with young children to join the “Born to Read” program.

Work with College of Education faculty and students and the Delta State University day care staff and children as participants in the “Born to Read” program.