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>3,154</td>
</tr>
<tr>
<td>Reference/Ref</td>
<td>647</td>
</tr>
<tr>
<td>Reference-Audio-CD/CD Ref</td>
<td>39</td>
</tr>
<tr>
<td>Teacher Resources/TCHR</td>
<td>1,578</td>
</tr>
<tr>
<td>Textbooks/TEXT</td>
<td>2,147</td>
</tr>
<tr>
<td>Textbooks-Media/TEXT RT/DC/CD/MV</td>
<td>203</td>
</tr>
<tr>
<td>Textbooks/TEXTRS</td>
<td>4,320</td>
</tr>
<tr>
<td>Textbooks-Media/TEXTRS RT/DC/CD/MV</td>
<td>397</td>
</tr>
<tr>
<td>Books/Juv</td>
<td>13,746</td>
</tr>
<tr>
<td>Big Books</td>
<td>137</td>
</tr>
<tr>
<td>Comp/DC/Music</td>
<td>868</td>
</tr>
<tr>
<td>Comp/CD/Rom/Disc</td>
<td>488</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>17</td>
</tr>
<tr>
<td>Kits/KT</td>
<td>301</td>
</tr>
<tr>
<td>Maps &amp; Charts/PA/PC/PI/PS</td>
<td>494</td>
</tr>
<tr>
<td>Records/LP</td>
<td>8,889</td>
</tr>
<tr>
<td>Records/RD (Circ-LP)</td>
<td>504</td>
</tr>
<tr>
<td>Scores</td>
<td>4,263</td>
</tr>
<tr>
<td>Slides/TS</td>
<td>502</td>
</tr>
<tr>
<td>Tapes/RT</td>
<td>2,844</td>
</tr>
<tr>
<td>Transparencies/TR</td>
<td>16</td>
</tr>
<tr>
<td>Videos/MV</td>
<td>4,326</td>
</tr>
<tr>
<td>Digital Videos/DVD</td>
<td>170</td>
</tr>
<tr>
<td>Zip Drive</td>
<td>1</td>
</tr>
<tr>
<td>Digital Camera</td>
<td>6</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.

Roberts-LaForge Library and the Instructional Resources Center continued the borrowing program for Cleveland Area Teacher school District Employees. An increasing number of teachers have taken advantage of this opportunity.

Teach for America teachers from surrounding area schools continue to use IRC resources for their teaching units and lessons. Orientation sessions are held for the new teachers and they are offered a Delta Area Teacher Check-Out Card.

The IRC staff work with students in the Developmental Reading classes to help increase their reading proficiency. We aid these non-readers in finding appropriate materials of interest and assist them in improving their literacy skills.

The IRC staff work with students on their STAI (Student Teacher Assessment Instrument) projects in gathering resources for their presentations. Each semester culminates with student teachers displaying their projects on “Portfolio Day.”

Classes visiting the IRC are given a demonstration in the Bibliographic Instruction Room to illustrate Sirsi functionality and other online resources, databases, and techniques. The BI Room enables each student a hands-on opportunity to explore databases and other online resources.

As patrons check out materials from the IRC, we inform them about their library pin number which enables them to access reserve materials, review and/or renew library items online. Since many of our students commute, it is convenient for them to manage their library account on-line.

Delta State University hosted the State Adopted Textbook Hearing for District 15 in Ewing Hall resulting in the donation of textbooks valued at more than $20,000 to the IRC.

The IRC receives and oversees the state adopted textbooks being reviewed for the current year. Beginning in 2001, the Mississippi Department of Education’s State Adopted Textbook Office designated that the libraries of each state university would receive copies of textbooks being reviewed for adoption for that year. Annually, approximately 1500 textbooks are received, cataloged and placed in the IRC on open reserve for students, teachers, and parents to preview. The state requires that the textbooks remain on reserve through a five-year review cycle.

Staff continues to work with the Technical Services Department to enter IRC books and materials that are not in the on-line catalog. As these materials are checked out, a short
record is made in the on-line catalog. When the item is returned, it is routed to Technical Services for a full record addition. This procedure “conversion-on-the-fly” allows the patron use of materials not yet entered into the on-line catalog.

The IRC assisted in the orientation of new faculty by making them more comfortable with resources available and explaining material request procedures. In an effort to accommodate new faculty with specific needs for their courses, the Library allocated each new faculty member $500 for library material purchasing.

Course syllabi were requested from faculty who assign students to the IRC for coursework and projects, allowing us to better meet their information resource needs.

The IRC loaded educational software as requested by faculty for student use on designated computers in the department.

Dr. Janie Allen-Bradley held a book sale and contributed the proceeds to the Instructional Resources Center Discretionary Fund managed by the Delta State University Foundation. Dr. Allen-Bradley has been a devoted benefactor of the Instructional Resources Center, beginning with her contribution of a historical children’s literature collection, which has been a valuable resource for classes studying juvenile literature. She also established the Instructional Resources Center Discretionary Fund upon her retirement.

Billy Maines “Mr. Watermelon Head”, songwriter and storyteller performed an interactive session for pre-schoolers in the IRC. Because of his immense popularity, he was invited for an encore performance during National Library Week.

In an effort to strengthen the IRC juvenile book collection for middle school ages and to enhance support for mathematics, science, social studies, and language & literature, contact was made with relevant faculty members. They responded with suggested title recommendations that guided collection development initiatives in the department.

The IRC implemented a “Born to Read” program which introduces books to babies and toddlers up to age three. Research has shown that sharing books with young children increases later literacy levels. Students majoring in Education and Early Childhood read to children and engaged parents to become more actively involved. The weekly programs received publicity throughout the Delta via newspapers and local television stations. The program was a resounding success. Children and parents enjoyed the hands-on program; students learned from each presentation, Education faculty had opportunities to observe their students; and the IRC provided an important service to students and the local community. The program will again be offered in the fall of 2005.

The IRC obtained summer reading lists from area schools in order to assist in collection development efforts.

The Teacher Resources Collection was expanded. This popular materials section contains ideas for bulletin boards, games, and thematic units for all subject areas. These
resources are organized by broad subject categories and shelved accordingly. The IRC worked with the Curriculum Department at the Gunn Materials Center at the University of Southern Mississippi who offer a similar service. Pathfinders were developed that listed titles in each available category.

The video and DVD collection continue to expand through purchases and donations. DVDs have become an increasingly popular resource for classroom activities and special educational programs.

A new full color wide carriage poster printer was added to the IRC. Designs created in Microsoft Word and Publisher may be printed to a poster size up to 24 inches wide.

Two new scanners with Photoshop Elements software were added to the IRC.

Pharo’s Pay for Print was implemented in the fall of 2004. Patrons may now use their Okra Kard or a Guest card to pay for printing, book fines, and posters.

Two new ultra-compact digital cameras with 3.2 mega pixel resolution and memory flash cards were added to the IRC.

Two new DVD players with monitors were added for patrons use.

III. Personnel:

A. Noteworthy Activities and Accomplishments:

Julie Johnston was hired as a library assistant on 8/20/2004.

Frieda Quon initiated the “Born to Read” program, an early literacy initiative designed to introduce babies and toddlers to books and other learning activities.

Frieda Quon served on the Library Services’ Planning and Assessment Committee.

Frieda Quon attended the 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 Book Collection
  Visited the DeGrunmond Collection
  Attended the Ezra Jack Keats Lecture

Frieda Quon spoke to the Social Work Classes on cultural diversity.

Frieda Quon attended the staff development workshop “How to Communicate (Even) Better with Chuck Sampson offered by Staff Council.
Sheila Rayner attended the Children’s Book Festival at the 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 Book Collection
Visited the DeGrummond Collection
Attended the Ezra Jack Keats Lecture

Sheila Rayner attended a Diversity Workshop at Mississippi State University.

Sheila Rayner attended the staff development workshop “How to Communicate (Even) Better with Chuck Sampson offered by Staff Council.

Sheila Rayner attended the OKRA One Card system workshop.

Sheila Rayner received operational training for the new scanners, poster printer, and Pharos Remote software.

Julie Johnston created the publicity materials for the “Born to Read” program including brochures, parking permits, and other signage.

Julie Johnston designed the weekly programs for the “Born to Read” programs.

Julie Johnston created sample posters to advertise new poster printer capabilities.

Julie Johnston attended the Art Department sponsored tour of the Chicago Fine Art Galleries.

Julie Johnston’s art design was chosen as the winning entry for the advertisements section during the 2005 Student Art Show Exhibition. This design will be published in the DSU Art Department’s flyers, postcards, and also the marquee for the Wright Art Gallery sign.

IV. Department Goals

Unit Goal 1:
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 held with faculty who use the Instructional Resources Center

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

Worked with Teaching and Learning Center Computer 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.

Consultations with faculty and students through formal and informal discussions provided guidance as to their particular needs.

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, ¾ inch video tapes) were reviewed and discarded.

Books and media were ordered in key areas of the collection as determined by assessment procedures. As a result orders were submitted for juvenile titles in the middle school and secondary level subject areas, teacher resource materials, videotapes, DVDs, compact discs, and 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 continues to place sets of textbooks currently being reviewed for adoption in each of the state university libraries.

Obtaining course syllabi from faculty gave us a better insight as to curriculum needs and greatly aided collection development.

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

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

Two scanners were added with Photoshop Elements software in addition to a wide carriage color printer and two compact digital cameras.

**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 survey designed to ascertain Instructional Resources Center 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 were lacking in the IRC collection
Actual Results:
Additional shelving for the video and DVD collections has made this material more accessible to patrons.

Reserve textbooks continue to be available on open shelves ready for students, faculty, and community patrons to review.

Use of Results:

Regular assessment and shifting of the textbook reserve collection continues to improve the usage of these open reserve titles.

Roberts-LaForge Library and the Instructional Resources Center continued the borrowing program for Cleveland Area Teacher school District Employees. An increasing number of teachers have taken advantage of this opportunity.

The Teacher Resources Collection was expanded. This popular materials section contains ideas for bulletin boards, games, and thematic units for all subject areas. These resources are organized by broad subject categories and shelved accordingly. The IRC worked with the Curriculum Department at the Gunn Materials Center at the University of Southern Mississippi who offer a similar service. Pathfinders were developed that listed titles in each available category.

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.

Establishment of the “Born to Read” sessions involving babies and toddlers in a special program designed to introduce them to books and literacy skills.

Assessment Procedures:
Usage of survey designed to ascertain Instructional Resources Center effectiveness

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 Lists from area schools and identify titles that the Instructional Resources Center owns 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.

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

**Use of Results:**

The IRC worked with patrons to determine curriculum needs.

Appropriate pathfinders were developed for special subject areas

Juvenile titles recommended on area schools summer reading lists were purchased.

Involved parents with young children to join the “Born to Read” program and become more aware of literacy issues.

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

V. **Learning Outcome Assessment Plan:**

Please see the General Library Annual Report.