DELTA STATE UNIVERSITY
For the Calendar Year 2000

I. UNIT TITLE: Instructional Resources Center

UNIT ADMINISTRATOR: Frieda Quon

II. DATA AND INFORMATION FOR DEPARTMENT

- The activities of the Instructional Resources Center in 2000 were focused on improving services to patrons. The book collection (teacher resources regrouped, juvenile collection expanded); pathfinders designed; shelf labels indicating Dewey Classification and subject areas added; web site enhanced, and a plan was devised whereby area teachers have the opportunity to check out materials from the Instructional Resources Center.
- The Instructional Resources Center’s new location in the Robert’s Library and the extended hours has made the collection and services more available to students, faculty and community patrons.
- The Instructional Resources Center is currently open 74 hours per week.

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<thead>
<tr>
<th>Days</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Monday - Thursday</td>
<td>8:00 am to 9:00 pm</td>
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<tr>
<td>Friday</td>
<td>8:00 am to 4:00 pm</td>
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<tr>
<td>Saturday</td>
<td>10:00 am to 5:00 pm</td>
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<td>Sunday</td>
<td>2:00 pm to 9:00 pm</td>
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- The Instructional Resources Center is staffed by two full-time employees; the Instructional Resources Center Librarian and the Library Associate, (Level 6); and a permanent part-time Library Assistant, (Level 5) working twenty-four hours per week.
- The Instructional Resources Center provides curriculum materials to the students and faculty of Delta State University. This includes – but is not limited to – elementary and secondary textbooks, teacher resources (idea) books, videos, educational kits, games, software, and juvenile literature.
- Patrons have access to all types of information sources including print, traditional audio-visual, or electronic format, such as CD-ROMs and other computer applications.
- The Instructional Resources also houses the record, cassette tape, compact disc, digital audiotape, and the score collections for Delta State University’s Music Department.
- The Kamien LP Collection that has been entered into MERLIN (library’s online catalog) is now arranged according to Dewey Classification. Before, the LPs were shelved according to accession number, resulting in a random arrangement of the collection. With this portion of the LPs in MERLIN and on the shelves according to Dewey Classification, this material is more accessible. The original LP collection (approximately 3,000) is arranged by
accession number and may be searched in the music card catalog.
- All media resources such as videotapes, audiotapes, software, video discs, slides, records, and filmstrips relating to all disciplines taught at the University are housed in the Instructional Resources Center.
- Patrons may access media resources by using either individual audio/visual-listening/viewing stations or two group viewing/listening rooms.
- Computer stations in the Instructional Resources Center provide Internet and network access and are available for software review.
- Computers can be programmed according to need throughout the year. Patrons may preview software, review for graduate school examinations, etc. Professors have requested software to be loaded for student assignments as follows:
  - Total Diet Assessment (Nutrition Software)
  - Derive (Algebra Program)
  - Geometer's Sketch Pad
  - GMAT
  - GRE
  - PRAXIS EXAM
- The Instructional Resources Center has cooperated with the Center for Teaching and Learning (Education Computer Lab, Ewing Building) to avoid duplication of software selections.
- Electronic databases are available through Internet access (Netscape); these include databases accessed through MAGNOLIA, EBSCOhost, and Webspirs.
- The Instructional Resources Center has a web page that is accessed through the Delta State University web site. New links added include:
  - A to Z Teacher Stuff
  - HomeworkSpot
  - Lesson Planz
  - Mississippi Curriculum Frameworks
  - Science Fair Information
  - Latest Video additions
- The production area provides patrons with equipment to design class projects:
  - Ellison Dies (letters, numbers, patterns)
    - Set of two inch letters, upper and lower case and numbers was added
  - Poster Printer Maker
  - Large Paper cutters
- The Teacher Resource Collection has been expanded and reorganized in specific subject areas. Each section is labeled and pathfinders have been created for all groups. They are:
  - Assessment/Study Skills/Book Reports/Research/Library Skills/Learning/Critical Thinking
  - Bulletin Boards/Clip Art/Borders/Months/Season/Holiday
  - Classroom Management for Teachers
  - Character/Self-Esteem/Exceptional Children/Middle School/Early Childhood
- Computers and Technology
- Games/Activities/Cooking/Finger Play/Puppet/Flannel Board/Plays
- Language/Art/Phonics/Reading/Writing/Grammar/Spelling/Handwriting/Literature/Authors/Illustrators/Newspaper/Poetry/Literature Units
- Mathematics
- Mother Goose/Alphabet/Counting
- Music/Art
- Science/Science Projects/Earth Science/Life Science
- Social Studies/United States History/World History/Geography/Map Skills/Multi-cultural
- Whole Language/Thematic Units/Learning Centers

- Nine teacher idea journals are available with the Teacher Resources Collection:
  - Bookbag; the teacher’s idea magazine for Children’s Literature
  - Everyday TLC (Teaching Learning Caring) for people who care for young children
  - First Teacher; for people who care for young children
  - Mailbox; the Idea Magazine for Teachers (four levels)
    Preschool/Kindergarten/Primary/Intermediate
  - Mailbox Teacher; the Magazine for those who love teaching
  - New Good Apple

- Several sets of significant importance have been added to the Reference Collection:
  - Childhood in Poetry
  - Children’s Book Review Index
  - Children’s Literature Review
  - Major Authors and Illustrators for Children and Young Adults
  - Master Index to Summaries of Children’s Books

- Dr. Janie Allen-Bradley donated additional titles to her original collection of exemplary Children’s Literature resources. These additions include titles of the different genre as well as period examples of key titles for the study of children’s books. This collection has been very valuable to the Children’s Literature classes, which schedule group visits to view these particular titles each semester.

- Two antique law bookcases were refinished with locks added to display the Janie Allen-Bradley Collection.

- Two additional law bookcases were refinished to house special titles belonging to the Instructional Resources Center.

- Pathfinders on relevant topics have been created as needed in the following areas:
  - Alphabet/Counting/Finger Play
  - Big Books
  - Caldecott/Newbery/Coretta Scott King Award Books
  - Educational Web Sites
  - Ellison Dies
- Language Arts
- Mathematics
- Multicultural Resources
- Science/Suggestions for Science Projects/What Judges Look For/How to Set-up a Science Fair Project
- Social Studies
- Wordless

- State Textbook Hearings were held in March 2000 at Delta State University resulting in the donation of textbooks reviewed at that time. Subjects reviewed were Music, Art, Computer Science, Accounting, Family and Consumer Science. These books are in great demand and come at a great savings to the University.

- Collection development has focused on juvenile literature, audio-visual materials, professional resources, and teacher resources. During 2000, 4,672 new items were added.

- With the continued demand for multi-cultural materials, the Coretta Scott King Award winners and honor books, as well as other books and materials on other ethnic topics, were ordered.

- 10,337 items were circulated in 2000, a 44% increase over last year. Circulation records are now maintained exclusively in GEAC.

- So that the Instructional Resources Center could check-out their own reserve materials, a special work-a-round was implemented with the cooperation of cataloging, systems, and circulation departments. With the present GEAC system, the Roberts Library has one Reserve Desk, which is located at the main circulation desk.

- In an effort to make resources available to community teachers, a proposal was offered to schools in the area whereby teachers could check out two items for a limited checkout period from the Roberts Library, including the Instructional Resources Center, provided the school administrators and teachers agreed to the guidelines. Letters were sent to area schools and teachers have expressed interest in having their school systems join the program.

- Class tours and visits to the Instructional Resources Center averaged about five a month during the year. During the year of 2000, 58 groups with 975 patrons visited the Instructional Resources Center.

- Displays mounted during the year included:
  - China, correlating with the China Exhibit at the Capps Archives and Museum
  - Mother Goose and Nursery Rhymes
  - Children’s Literature Projects showcasing hand made quilts from school children and a quilt designed by students in the literature class
  - Science Fair Projects, sample winners from Grade 1 through Grade 12

- Community students came to the Instructional Resources Center to research and for a special story hour. Adult groups, such as Teach for America and Garden clubs came for special projects.
• The conversion-on-the-fly project continues and averages a book truck per week that is sent to the catalogers. This process was implemented to incorporate the Instructional Resources Center books that are not in the library’s on-line catalog. As materials are checked out, a short record is made and when the item is returned, it goes to technical services for a full record. 1,237 conversion-on-the-fly were completed in 2000.

• Taking them apart, laminating the covers, reinforcing the spines and attaching the teacher guides to the books has extended the life of the paperbound big books worn from extensive usage. These books are great demand by student teachers, as well as teachers in the area schools.

• An on-going project with book jackets involves cutting the jacket information about the book and author/illustrator and pasting these in the books.

• Deselection of outdated books and materials continues. Deselected books are made available to area schools. 124 books and one video were deselected in 2000.

• New equipment added to the Instructional Resources Center in 2000 include:
  o Digital Video Disc Player/Laser Disc Player
  o Television/Video Cassette recorder combo
  o Two thirteen-inch color televisions
  o Two video cassette recorders
  o One 27-inch television
  o Two compact disc to cassette recorders
  o Eight head sets
  o Two audio-visual carts
  o Document scanner
III. PERSONNEL:

Noteworthy activities and accomplishments:

- Sheila Rayner became full-time Library Associate, (Level 6) in February 2000.
- Jenna Deason became permanent part-time Library Assistant, (Level 5) in March 2000, working 24 hours per week.
- Jenna Deason resigned in October 2000.
- Joy Liang joined the IRC in November 2000 as permanent part-time Library Assistant (Level 5) working 24 hours per week.
- Frieda Quon and Sheila Rayner attended Banner Training by ITS
- Frieda Quon and Sheila Rayner attended Learning Seminar presented by Dr. Gail Cheney and Dr. Camille Branton.
- Sheila Rayner attended book repair training.
- Sheila Rayner attended training session on dealing with emergencies in the library.
- Joy Liang attends computer and English as a Second Language classes.
- Frieda Quon arranged for the District 15 State Textbook Hearing to be held at Delta State University, resulting in the donation of the textbooks reviewed that year.
- Frieda Quon attended MAGNOLIA training at Mississippi Delta Community College.
- Frieda Quon attended the Net Library Seminar at Mississippi State University.
- Frieda Quon attended the Fred Pryor Seminar on Getting 25 Hours Out of a Day at Delta State University.
- Frieda Quon attended the Research Seminar at Mississippi State University.
- Frieda Quon served as Library Liaison to:
  - Division of Curriculum and Instruction, Leadership, and Research
  - Curriculum and Instruction Doctoral program
  - Division of Behavioral Sciences
- Frieda Quon served on the University Library Committee
- Frieda Quon collected items for the Mississippi Library Association’s Silent Auction with proceeds going toward the Peggy May Scholarship
- Frieda Quon gathered prizes for the Administrative Staff Council’s Staff Appreciation Day
- Frieda and John Quon provide an award scholarship through the Delta State University Foundation
- Frieda Quon contributed to The Chinese of Greenville, Mississippi
- Frieda Quon was interviewed for the Chinese in the Mississippi Delta project for Dr. John Thornell
- Frieda Quon was interviewed for Dr. Jane Weare’s Research class on cultural awareness.
- Frieda Quon participated in a Capps Museum brown bag lunch program about the Chinese in the Mississippi Delta.
- Frieda Quon was interviewed for Public Radio Broadcast in California.
- Frieda Quon was included in a Children’s Literature project, resulting in an ABC Book about Delta State University.

IV. GOALS/OUTCOMES ASSESSMENTS:

UNIT GOAL 1:
Evaluate, select, deselect and acquire materials in varied formats as well as equipment that support the mission of the IRC.

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 the survey “How Do We Rate?” designed to ascertain IRC effectiveness.

One-on-one consultations were held with faculty and students.

Obtained and reviewed course syllabi from faculty that use the Instructional Resources Center.

The Instructional Resources Center Librarian is a member of the LIBRARY COMMITTEE, which serves in an advisory capacity to the Director of Library Services and staff. The Committee met several times and drafted a letter to Dr. Potter regarding concerns for the library and requested continued support.

Feedback was taken from informal documentation of special requests and a running tally on incidental requests.

The Instructional Resources Center policy book and weeding criteria procedures were consulted.

The Audio-Visual staff was asked to advise the Instructional Resources Center regarding equipment.
**ACTUAL RESULTS:**
Results on our "How Do We Rate?" survey guided us on improvement of services and provided suggestions for collection development.

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

Course syllabi indicated gaps in the Instructional Resources Center collection.

Special requests and a running tally on incidental requests were used to determine software and instructional materials needs.

Instructional Resources Center materials were deselected according to the Instructional Resources policy book and weeding criteria and as a result of consultation with faculty.

The Audio-Visual Department was asked to help assess equipment and audio-visual needs of the Instructional needs of the Instructional Resources Center.

**USE OF RESULTS:**
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, and computer software.

Consultation with instructors and students in the College of Education identified the need for the Instructional Resources Center to obtain more textbooks (K – 12 grade), particularly the Teacher’s Editions. Complimentary textbooks were received by the Instructional Resources Center as a result of the textbook hearings being hosted at Delta State University.

Faculty and students of all disciplines are making use of the Instructional Resources Center and this year the following departments/groups have scheduled visits:
- Art
- Behavioral Science
- Education
- Family and Consumer Science
- Mathematics
- Music
- Nursing
- Physical Education
- Speech and Audiology
- Teach for America
Based upon recommendation of the Audio-Visual Department, poorly functioning audio-visual equipment was removed from the Instructional Resources Center inventory.

A set of two-inch letters (upper and lower case) and numbers dies was added to the Ellison collection.

Deselection continues as an on-going procedure. Deselected items were made available to area schools.

**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 IRC, in any type format, needed to fulfill instructional activities and research programs for the Delta State University students, faculty, and community.

**ASSESSMENT PROCEDURES:**
Usage of the survey “How Do We Rate?” 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 that use the Instructional Resources Center and evaluated collection holdings.

Meetings were attended with the University Library Committee to determine ways to promote continued support of the library.

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

**ACTUAL RESULTS:**
Expanded hours have definitely made the Instructional Resources Center materials more available to patrons, especially during the evening and weekend hours. 10,337 items were circulated in 2000, a 44% increase over last year.

Attending faculty meetings with the College of Education Departments was
extremely helpful in determining their library needs.

Obtaining course syllabi from the faculty guided collection development in key areas.

Progress on the retrospective conversion of descriptive information for input in MERLIN, the on-line catalog, is slow due to inadequate staffing levels. Conversion-on-the-fly was implemented to help address this problem with limited resources available. As materials are checked out, a short record is made for it in the on-line catalog. When this item is returned, it is sent to Technical Services for a full record.

The Instructional Resources Center Web Page carries the following information: a list of the latest additions to the video collection, links to the State of Mississippi Curriculum Framework Guide, links to award-winning book lists, links to lesson plans, and pathfinders for specific topics of interest.

Circulating copies of Caldecott, Newbery, C.S. King award winning books have been great demand with the children's literature, art, speech, family and consumer science, and other classes studying books for children.

**USE OF RESULTS:**
Reorganization of the Instructional Resources Center Collection has made materials more assessable to patrons.

Teacher Resources are now grouped according subject areas, with spine labels indicating certain topics.

Juvenile Collection has been shifted to make space for new titles arriving.

Shelf labels identify Dewey Decimal Classification, as well as key subject areas

Pathfinders have been created as needed to better help patrons locate particular titles on special subject.

Pathfinders have been added to the Instructional Resources Center Web Page.

Library Committee sent a letter to Dr. Potter stressing the need for library support.