Instructional Resources Center
Annual Report
2001-2002
I. UNIT TITLE: Instructional Resources Center

UNIT ADMINISTRATOR: Frieda Quon

II. DATA AND INFORMATION FOR DEPARTMENT:

A. Statistical Overview:

<table>
<thead>
<tr>
<th>Material</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>8,628</td>
</tr>
<tr>
<td>Juvenile Books</td>
<td>12,356</td>
</tr>
<tr>
<td>Textbooks/Reserve</td>
<td>1,237</td>
</tr>
<tr>
<td>Compact Discs</td>
<td>771</td>
</tr>
<tr>
<td>CD-ROMs</td>
<td>531</td>
</tr>
<tr>
<td>Laser Discs</td>
<td>27</td>
</tr>
<tr>
<td>Digital Audio Tapes</td>
<td>112</td>
</tr>
<tr>
<td>Videos</td>
<td>3,679</td>
</tr>
<tr>
<td>LPs</td>
<td>7,463</td>
</tr>
<tr>
<td>Scores</td>
<td>2,066</td>
</tr>
<tr>
<td>Cassettes</td>
<td>2,823</td>
</tr>
<tr>
<td>DVDs</td>
<td>12</td>
</tr>
</tbody>
</table>

B. Noteworthy Activities and Accomplishments:

- The activities of the Instructional Resources Center in 2001 were focused on improving services to patrons.

- Students, faculty and community patrons are taking advantage of the Instructional Resources Center's location in the W.B. Roberts Library with the extended hours.

- The Instructional Resources Center is open 74 hours per week

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Thursday</td>
<td>8:00 AM to 9:00 PM</td>
</tr>
<tr>
<td>Friday</td>
<td>8:00 AM to 4:00 PM</td>
</tr>
<tr>
<td>Saturday</td>
<td>10:00 AM to 5:00 PM</td>
</tr>
<tr>
<td>Sunday</td>
<td>2:00 PM to 9:00 PM</td>
</tr>
</tbody>
</table>

- The Instructional Resources Center is staffed by two full-time employees; the Instructional Resources 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.

• A scanner has been added for patron use, as well as color printing capabilities. A how-to-scan pathfinder has been designed to help patrons.

• An audio dubbing station has been installed, enabling patrons to dub from various formats (LP, cassette, digital audio tape) to cassette. A dubbing pathfinder is available to guide users through the process.

• State Textbook Hearings were held in March 2001 at Delta State University resulting in the donation of textbooks reviewed at that time. These books are in great demand and come at a great savings to the University.

• The Mississippi Department of Education is placing on reserve the current adopted textbooks in the libraries of all the state universities. The Instructional Resources Center will house these textbooks so the general public will be allowed to view these books as well as students. Approximately 1500 textbooks have been received, cataloged and are on the shelves.

• The Instructional Resources Center also houses the record, cassette tape, compact disc, digital audio tape, and score collection for Delta State University’s Music Department.

• The Instructional Resources Center received the LP collection from Dean Daniels, K & D Associates. There are 284 titles, containing 420 LP records and four audiocassettes. The range includes classical, contemporary easy listening, jazz, rock, show tunes, vocals and country and Western.

• The Music Score collection has been shifted from the main floor to the shelves with the LP collection. The folio scores are now combined with the regular scores, so that all scores are shelved in one arrangement, making it much easier for searching.

• In anticipation of the library’s new automated system, each Score title has had the suffix SCORE added to the record in MERLIN.
• The Kamien LP Collection that has been entered in MERLIN (library’s on-line catalog) is now arranged according to Dewey Decimal Classification. Before the LPs were shelved according to accession numbers, resulting in a random arrangement of the collection. With this portion of the LPs in MERLIN and on the shelves according to Dewey Decimal Classification, this material is more accessible.

• The original Music LP Collection (approximately 3,000) is arranged by accession number and may be searched in the music card catalog. When LPs from this are checked out, a brief record (conversion-on-the-fly) is made and when the item is returned, it is sent to cataloging to be entered in MERLIN.

• All media resources such as videotapes, cassette tapes, computer 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:

  1. Total Diet Assessment (Nutrition Software)
  2. Derive (Algebra Program)
  3. Geometer’s Sketch Pad
  4. GMAT
  5. GRE
  6. PRAXIS EXAM
  7. Athletic Training: Concepts & Skills
  8. Athletic Training: Action
  9. FitSmart

• 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. Links include:

1. A to Z Teacher Stuff
2. Homework Spot
3. Lesson Planz
4. Mississippi Curriculum Frameworks
5. Science Fair Information
6. Latest Video additions

• The production area provides patrons with equipment to design class projects:

1. Ellison Dies (letters, numbers, patterns)
2. Poster Printer Maker
3. Large Paper Cutters

• New dies are added yearly. A sample display of the Instructional Resources Center’s dies has been mounted on the wall over the die station

• A new die machine was added

• During 2001, 2088 new items were added

• In an effort to make resources available to area teachers, a proposal was offered to nearby schools whereby teachers could check out two items for a limited checkout period from the W. B. 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 2001, ### groups with #### patrons visited the Instructional Resources Center.

• 10,180 items were circulated in 2001

• Displays mounted during the year included:

  Children’s Literature Time Line
  Under the Sea Exhibit in display case
  Leaf Prints – Mrs. Worthington’s 5th gr class – Parks Elementary
  Christmas Tree Ornaments – Mrs. McCalop’s 4th gr Parks Elem
  Chickasaw Summer House – Mrs. McCalop’s 4th gr Parks Elem
III. Personnel:

Noteworthy activities and accomplishments:

- Vicki Bond resigned her position as Instructional Technologist in May 2001
- Frieda Quon attended ITS training on creating tables.
- Frieda Quon attended ITS training on creating and printing labels
- Frieda Quon attended staff development on “Don’t Sweat the Small Stuff”
- Frieda Quon, Sheila Rayner, Joy Liang attended the “Majesty of Spain Exhibit” in Jackson. Prior to the viewing the exhibit, Jack Kyle addressed our library group at the Eudora Welty Library on how the exhibit was arranged to come to Mississippi.
- Frieda Quon attended ITS training on Excel
- Sheila Rayner attended ITS training on Banner Holds
- Joy Liang developed Pathfinder on the Dean Daniels’ LP Collection and also other LPs to be cataloged
- Frieda Quon developed pathfinders on “How to Scan”, “How to Dub”, “Guide to Accessing Instructional Resources Center Materials”
- Sheila Rayner developed pathfinders on Caldecott and Newbery Honor Books
- After the September 11 terrorists attack, a pathfinder with websites helpful to those working with children
- Frieda Quon visited Parks Elementary and set up an art display featuring Art Leaf Printing done by the fifth grade students
- Frieda Quon and Sheila Rayner assisted sixth graders from Presbyterian Day School with their Daughters of the American Revolution essays. This year’s topic was interviewing two signers of the Declaration of Independence and write an article for the July 5, 1776 Philadelphia Gazette.
• Frieda Quon served on Delta State University's Service Learning Committee

• Frieda Quon served on Delta State University's Health and Wellness Committee

• Frieda Quon attended RFP sessions reviewing library automated systems: SIRSI, Endeavor, ExLibris

• Frieda Quon is a Board member on the Delta American Chinese Heritage, Incorporated, funded by the Mississippi Humanities.

• Frieda Quon is Secretary for the Chinese American Community Alliance

• Frieda Quon attended a Political Education and Economic Development Foundation, Inc. event sponsored by the Black Legislative Caucus in Jackson

• Frieda Quon was initiated into Omicron Delta Kappa
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 survey designed to ascertain Instructional Resources Center effectiveness.

One-on-one consultations were held with faculty that uses the Instructional Resources Center.

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

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

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.

Feedback was gathered 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 of the 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 within the collection that needed additional materials.

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 Teachers' 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

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 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 Delta State University students, faculty, and community.

ASSESSMENT PROCEDURES:

Usage of the 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

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

Notations were 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. 10,180 items were circulated in 2001.

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: 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, Coretta Scott King award winning books have been in great demand with the Children's literature, art, speech, family and consumer science, and other classes studying books for children.

**USE OF RESULTS:**

Requests for materials to supplement courses were ordered.

Classes were invited to meet in the Instructional Resources Center in order to better utilize and become familiar with IRC resources.

Retrospective conversion of Instructional Resources Center materials is an ongoing project.

Additional teacher resources have been ordered.

Spine labels identifying genre help children's literature students locate specific books for their assignments.

Combining folio scores and regular scores into one arrangement make searching easier.

SCORE was added as a suffix to the on-line record in MERLIN, in order to distinguish these titles from the general Instructional Resources Center titles.

The Kamien LP collection is now on the shelf according to Dewey Decimal Classification rather than accession number making it much more accessible for the patron searching for LPs.

Ellison dies and a new die machine was added.

A display of sample dies was mounted.