I. UNIT TITLE: Instructional Resources Center

UNIT ADMINISTRATOR: Frieda Quon

II. DATA AND INFORMATION FOR DEPARTMENT:

A. Statistical Overview:

<table>
<thead>
<tr>
<th>Item</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>3,439</td>
</tr>
<tr>
<td>Juvenile Books</td>
<td>13,413</td>
</tr>
<tr>
<td>Textbooks/Reserve</td>
<td>2,503</td>
</tr>
<tr>
<td>Compact Disc</td>
<td>771</td>
</tr>
<tr>
<td>CD-ROMs</td>
<td>292</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>4,013</td>
</tr>
<tr>
<td>LPs</td>
<td>8,881</td>
</tr>
<tr>
<td>Scores</td>
<td>4,208</td>
</tr>
<tr>
<td>Cassettes</td>
<td>2,832</td>
</tr>
<tr>
<td>DVDs</td>
<td>17</td>
</tr>
</tbody>
</table>

B. Noteworthy Activities and Accomplishments:

- Instructional Resources Center circulation records were successfully migrated from GEAC to SIRSI, the library’s new computer automation system.

- All Instructional Resources Center staff attended SIRSI training sessions on Work Flows, Circulation and assisted with the migration.

- SIRSI, the library’s new computer automation system offers patrons the most advanced technology in searching for their informational needs. In addition to the convenience of accessing the library’s catalog while on or off campus, patrons are able to review their library accounts, change their pin number or renew their books on-line. If an item is checked out, the estimated return day is shown and a hold may be entered so when the book is returned the patron requesting that title will be notified. The interface is up-to-date and easy-to-use. In addition to books, sources such as government documents, e-books (electronic books), journals, videos, DVDs are listed. Patrons may search the reserve desk by instructor, course ID, or course name.

- Other SIRSI features include: new book listing, new government documents,
Browse books. Patrons wanting videos may limit their search by selecting Power Search; at library select Instructional Resources Center; at type select Videocassette.

- Another very nice SIRSI feature is the listing of award winning books. From the library’s catalog page; go to Recommended Reading, click on More... arrow down to Caldecott Medal, Newbery Medal, Coretta Scott King Award. By selecting any of these, a complete list of the award books, their availability, a summary of the book, and additional titles by that author/illustrator and on that subject is shown.

- The Department of Education has placed state adopted elementary and secondary textbooks in libraries of all universities. These are new titles that are currently being reviewed for state adoption. They are on reserve so the general public, students, and teachers may examine them. The IRC will be receiving these textbooks each year as the textbooks are being reviewed on a rotational basis. The state provided these textbooks at no charge with the restriction that these books would be available for general review. These textbooks have been cataloged with the suffix TEXTRS and are on open reserve for the public. The textbooks adopted by the state last year were business, health, technology, foreign language, mathematics, science, and driver's education. The adoption for 2003 is reading. In 2002, the Instructional Resources Center received 1266 TEXTRS.

- In order to make shelf space for the new TEXTRS, the music scores were moved to the LP section behind the checkout counter.

- A new Ellison machine and a group of patriotic dies were added in the fall. The Ellison die cuts have been very popular with Delta State University students and community users. The IRC is beginning to see more area teachers and students using the die cuts for Science Fair and Reading Fair. To see exactly which dies the Instructional Resources Center owns; go to the IRC’s web page; Internet Resources; click on Ellison Dies in the IRC and color samples of more than 200 designs/shapes will be shown.

- The Instructional Resources Center now has two digital cameras available for checkout to students. The 2 mega pixel camera which may be used with a floppy disc, records still images or short videos. The camera is available for 3-day checkout.

- The Instructional Resources Center has added a Hewlett Packard photo smart color printer that will print directly from a memory stick or a computer for patron use.
• The Instructional Resources Center has also added an Iomega Zip Drive that can be checked out for a 3-day period. This drive can handle both 100mg and 250mg floppy disks. The zip drive makes it easy to transport files anywhere by connecting to USB port of the computer.

• *Conversions Plus* has been added to the Instructional Resources Center’s scanner, this computer program will enable users to open and print from almost any computer software file. Example: converts Microsoft Works documents to Microsoft Word.

• *Print Artist* and *Photoshop Deluxe*, two graphic design programs have also been added to the scanner. Patrons may print to a color laser or ink jet printer.

• The Instructional Resources Center received 336 new videos in 2002.

• Students, faculty and community patrons are taking advantage of the IRC’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>Monday – Thursday</th>
<th>8:00 AM to 9:00 PM</th>
</tr>
</thead>
<tbody>
<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 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 Center also houses the record, cassette tape, compact disc, digital audio tape, and score collection for Delta State University’s Music Department.

• All media resources such as videocassette tapes, audio cassette tapes, computer software, video discs, slides, records, transparencies, 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 record examinations, practice keyboarding, etc. Professors have requested software to be loaded for student assignments as follows:
  - GMAT
  - GRE
  - PRAXIS EXAM
  - Athletic Training: Concepts & Skills
  - Athletic Training: Action
  - Intel Teach to the Future
  - Total Diet Assessment (Nutrition)
  - Fit Smart

- 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’s web site. The page is under continuous construction and offers a wealth of information about the IRC

- A new Ellison Web Link is available to show patrons exactly which dies the Instructional Resources Center owns

- The W.B. Roberts Library and the Instructional Resources Center have extended borrowing privileges to the Cleveland School District teachers for the 2002-2003 school year on a trial basis

- Class tours and visits to the Instructional Resources Center averaged about five a month during the year.

- 1389 items were circulated in SIRSI (August - December, 2002)
I. Personal:

Noteworthy activities and accomplishments:

- Frieda Quon on Library automation RFP Committee to migrate from GEAC to SIRSI
- Frieda Quon served on search committee for Assistant Director of Library Services
- Frieda Quon served on committee for CML 101 Course Development
- Frieda Quon, Sheila Rayner, and Joy Liang attended SIRSI training sessions on Work Flows, Circulation Module and assisted with the migration
- Frieda Quon and Sheila Rayner attended the Credible Communications Skills Workshop by Dr. Phyllis Bunn
- Frieda Quon and Sheila Rayner 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 DeGrummond Collection
  - Attended the Ezra Jack Keats Lecture
- Frieda Quon visited the State Textbook Office in Jackson regarding the textbook caravan coming to Delta State University for regional hearing of textbooks
- Frieda Quon visited the Jackson City Schools Central Office (curriculum resource center for Jackson teachers)
- Frieda Quon developed pathfinders for the scanner and digital cameras
- Sheila Rayner mounted the following displays in the Instructional Resources Center during 2002:
  - Sea Life
  - Read with a Friend
  - Happy Birthday Teddy Bear
  - Night Before Christmas
  - Valentine
  - Black History
IV. GOALS/OUTCOMES ASSESSMENTS:

UNITS 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 were held with faculty who use the Instructional Resources Center

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 Instructional Resources Center

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 faculty members and students in the College of Education identified the need for the Instructional Resources Center to obtain more textbooks (K-12 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. Additional teacher editions were ordered from the Textbook Recycling Company.

**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 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 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 hours have definitely made the Instructional Resources Center materials more available to patrons, especially during the evening and weekend hours.

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 retrospective conversion of descriptive information for input in the online 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 online 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 (along with actual holding information if the library owns that title), 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.