

**LOUISIANA STATE UNIVERSITY IN SHREVEPORT**  
**Annual Assessment Plan**

**ASSESSMENT YEAR: 2003-2004**

**SUBMITTED BY: Noel Memorial Library**

**PARTICIPATION: Library Management Group**

**GOAL I: SUPPORT THE CURRICULUM WITH MATERIALS IN SUBJECTS TAUGHT BY THE UNIVERSITY FACULTY.**

<b>OBJECTIVES WITH INTENDED OUTCOMES:</b>	<b>ASSESSMENT/EVALUATION MEASURE/STRATEGIES:</b>	<b>ASSESSMENT/EVALUATION RESULTS (PROGRESS REPORT):</b>	<b>IMPROVEMENT PLAN/ CHANGES MADE:</b>
<p><b>Objective I.1:</b> The formula used for the allocation of funds for the purchase of serials will be reviewed, and the allocations will be revised accordingly by Fall 2004.</p>	<p><b>Strategy I.1.1:</b> The Faculty Senate Library Committee will review the formula used for the allocation of funds for the purchase of serials and advise the Dean regarding any recommended changes.</p> <p><b>Strategy I.2.1:</b> The Library faculty and staff will compare titles of current print subscriptions with those available through current electronic full-text databases. Based upon those findings, recommendations may be made to academic departments regarding preferred format for serials purchases.</p> <p><b>Strategy I.2.2:</b> Data used in the formula will be collected and updated.</p> <p><b>Strategy I.2.3:</b> The Dean will revise departmental allocations based on the revised formula.</p>	<p>The formula was not reviewed, and the allocations were not revised.</p>	<p>With the bankruptcy of Faxon (RoweCom) in 2003, the review of serials purchases could not be undertaken at this time. During the pending bankruptcy settlement, about one half of the publishers graced the library's subscriptions and sent the serials without receiving payment from Faxon. The remaining publishers chose not to send serials since payment was not received from Faxon. Following final settlement of the bankruptcy suit, support by the publishers that graced the library's subscriptions may play a significant role in the selection of serials to continue for future subscriptions. This matter will be revisited after settlement of the bankruptcy suit.</p>

**GOAL II: PROVIDE ACCESS TO INFORMATION OUTSIDE THE LIBRARY BUILDING FOR CLIENTELE INCLUDING DISTANCE EDUCATION PARTICIPANTS.**

<b>OBJECTIVES WITH INTENDED OUTCOMES:</b>	<b>ASSESSMENT/EVALUATION MEASURE/STRATEGIES:</b>	<b>ASSESSMENT/EVALUATION RESULTS (PROGRESS REPORT):</b>	<b>IMPROVEMENT PLAN/ CHANGES MADE:</b>
<p><b>Objective II.1:</b> The Library will disseminate information about the new and changed LOUIS electronic indexes and databases package (effective 1 July 2003) to the campus community in order to facilitate and encourage use of the new resources both on campus and off campus and to support a smooth transition to the new index and databases.</p>	<p><b>Strategy II.1.1:</b> Identify appropriate ways and means of publicizing the LOUIS resources.</p> <p><b>Strategy II.1.1:</b> Prepare informational materials about the LOUIS resources and distribute this information in selected campus publications, via e-mail, and in the Library.</p> <p><b>Strategy II.1.3:</b> Prepare and contribute informational materials for use in the orientation program for incoming freshmen (SOAR).</p> <p><b>Strategy II.1.4:</b> Prepare and deliver informational materials for residents of University Courts apartments, the campus</p>	<p>Reference librarians targeted 13 specific ways/means of publicizing the new LOUIS package and revised all printed library handouts to reflect new resources. Library web pages were updated to provide easy on and off campus access to all LOUIS resources. Global email message was sent to faculty and staff prior to July 1, 2003 and mid-August 2003; reference librarians notified department chairs for whom they serve as academic liaisons. Updated library information materials prepared for summer 2003 SOAR and Transfer Student Orientation sessions, fall 2003</p>	<p><b>Strategy II.1.6:</b> Prepare and distribute LOUIS informational materials, including library URL, for New Graduate Student Orientation sessions.</p>

	<p>student housing facility.</p> <p><b>Strategy II.1.5:</b> Prepare and deliver in person, print, and email notifications to faculty regarding the new LOUIS resources.</p>	<p>New Graduate Student Orientation, and fall 2003 New Faculty Orientation. Library faculty forwarded 300 copies of revised library packet to University Courts staff for distribution to students. During scheduled class visits/tours in the library, reference librarians demonstrated new LOUIS online resources to more than 1,100 students and faculty and distributed revised subject and research guides.</p>	
<p><b>Objective II.2:</b> The Library will implement electronic delivery of journal articles requested via Interlibrary Borrowing in Spring 2004.</p>	<p><b>Strategy II.2.1:</b> The Library System Administrator will work with the staff of the LOUIS office to configure the ILLiad software to deliver electronic copies of journal articles.</p> <p><b>Strategy II.2.2:</b> The Access Services staff will determine the policies and procedures for implementing electronic delivery.</p>	<p>The LOUIS office has been working with ATLAS to set up and configure ILLiad for electronic delivery of articles. LSUS is one of the test sites for deployment. Once electronic delivery is properly set up. Access Services staff will have a better understanding of how this will impact ILL workflow and will create appropriate policies and procedures.</p>	
<p><b>Objective II.3:</b> The Library will complete the project of placing security strips in all of the materials on the second floor of the Library</p>	<p><b>Strategy II.3.1:</b> The Stacks Maintenance Supervisor will organize student workers and develop a plan of action for tagging all materials that currently lack security strips.</p>	<p>The Stacks Maintenance Supervisor determined that about 8 ranges of materials on the second floor still needed systematic tagging. The supervisor developed an action plan with the student assistants to tag all remaining books. At year end, 2 more ranges had been completed. Six more ranges remain to be done.</p>	

**GOAL III: ACQUIRE, PRESERVE, ORGANIZE, AND FACILITATE THE USE OF HISTORICAL MANUSCRIPTS AND RECORDS THAT REFLECT THE DEVELOPMENT OF NORTHWEST LOUISIANA.**

<b>OBJECTIVES WITH INTENDED OUTCOMES:</b>	<b>ASSESSMENT/EVALUATION MEASURE/STRATEGIES:</b>	<b>ASSESSMENT/EVALUATION RESULTS (PROGRESS REPORT):</b>	<b>IMPROVEMENT PLAN/ CHANGES MADE:</b>
<p><b>Objective III.1:</b> Catalog archival collections using MARC format beginning Fall 2004.</p>	<p><b>Strategy III.1.1:</b> Outline the procedures used in cataloging the collections.</p> <p><b>Strategy III.1.2:</b> Catalog 10% of the archival collections each year.</p>	<p>No collections were cataloged.</p>	<p>Beginning date moved to Spring 2005 due to retirement of former archivist. The new archivist will oversee cataloging of archival collections in EAD format.</p>
<p><b>Objective III.2:</b> Expand outreach program by Spring 2004.</p>	<p><b>Strategy III.2.1:</b> Increase community use through exhibits/lectures/programs.</p> <p><b>Strategy III.2.2:</b> Establish collaborative program with Caddo/Bossier Middle School teachers to enhance 8<sup>th</sup> grade Louisiana History/Social Studies Unit.</p>	<p>Five presentations and two exhibits presented to about 255. One high school (80 students) participated. Publication of book "Photo by Grabill" generated extensive community patron usage.</p>	

**GOAL IV: ACQUIRE, PRESERVE, ORGANIZE, AND ASSIST IN THE USE OF RESEARCH MATERIALS THAT CONTRIBUTE TO THE ROLE OF THE JAMES SMITH NOEL COLLECTION.**

<b>OBJECTIVES WITH INTENDED OUTCOMES:</b>	<b>ASSESSMENT/EVALUATION MEASURE/STRATEGIES:</b>	<b>ASSESSMENT/EVALUATION RESULTS (PROGRESS REPORT):</b>	<b>IMPROVEMENT PLAN/ CHANGES MADE:</b>
<b>Objective IV.1:</b> Catalog materials in specifically requested areas of the Noel Collection beginning Fall 2002.	<b>Strategy IV.1.1:</b> Identify areas containing materials to be cataloged. <b>Strategy IV.1.2:</b> Catalog 1,000 items per year.	Cataloging priorities were established: 1 <sup>st</sup> priority, pre-1801 imprints;; 2 <sup>nd</sup> priority, recent acquisitions; 3 <sup>rd</sup> priority, books requested by patrons. Since July 1, 2003, 871 titles (1,267 volumes) were cataloged and 182 titles (290 volumes) were moved from Archives to the Noel Collection. As of June 2003, 4.1% of the Noel Collection has been cataloged.	
<b>Objective IV.2:</b> Work in conjunction with the Noel Foundation, Inc., to increase and enhance the profile of the Noel Collection regionally, nationally, and internationally by Spring 2003.	<b>Strategy IV.2.1:</b> Organize lectures and conferences. <b>Strategy IV.2.2:</b> Provide fellowships for visiting scholars. <b>Strategy IV.1.3:</b> Purchase books and equipment.	Lectures on 18 <sup>th</sup> century topics were given by Baerbel Czenna and Paula Bakscheider, and a conference on "Daring Women of the Enlightenment" was sponsored by and held at the Collection. Approximately 250 people attended the lectures and conference. Five fellowships were completed. 52 books, one broadside, and one manuscript were added to the Collection.	

**GOAL V: EFFICIENTLY PURCHASE, ORGANIZE, AND PROCESS LIBRARY MATERIALS.**

<b>OBJECTIVES WITH INTENDED OUTCOMES:</b>	<b>ASSESSMENT/EVALUATION MEASURE/STRATEGIES:</b>	<b>ASSESSMENT/EVALUATION RESULTS (PROGRESS REPORT):</b>	<b>IMPROVEMENT PLAN/ CHANGES MADE:</b>
<b>Objective V.1:</b> Inventory of the serials collection begun Summer 2002 will continue with completion expected June 2004.	<b>Strategy V.1.1:</b> Begin the inventory process with the implementation of the new Unicorn automated library system. <b>Strategy V.1.2:</b> Count and list the titles and volumes on the shelves in the library.	The bar-coding process for bound serials is continuing. Another 10% have been added this year. The process of recording the serials holdings on the catalog record has been started and is about 5% complete.	The bar-coding and serials holding projects are taking longer than expected. Completion is not expected until 2005/06.
<b>Objective V.2:</b> Automation and update of the acquisitions process will continue with implementation of book order and serials invoicing by June 2004.	<b>Strategy V.2.1:</b> Implement the acquisitions module of the Unicorn automated library system. <b>Strategy V.2.2:</b> Move acquisitions operations into the automated online system.	The online acquisition system has been implemented. Fund accounting for book orders is in operation. Preliminary work for electronic invoicing of serials has been completed.	Full implementation for serials is expected in 2004/05.