

Stetson University

Detailed Assessment Report

As of: 5/29/2013 09:39 AM EASTERN

Cycle B (12/13) duPont-Ball Library - Administration, Development and Marketing

(Includes those Action Plans with Budget Amounts marked One-Time, Recurring, No Request.)

Mission / Purpose

The purpose of the duPont-Ball Library "Administration, Development and Marketing" entity is to set up goals, objectives, and methods of measurement for library administrative issues in concert with the library's mission: "The library faculty and staff is to support the educational programs of the University and to collaborate with classroom faculty in the development and support of the curriculum through gathering and organizing information both physical and virtual, teaching library users how to access and evaluate information, and providing an environment conducive to research and study."

Goals

G 1:Ensure Adequate Funding

Ensure adequate funding for a quality academic library that supports the curriculum through University budget allocations and development efforts.

G 2:Increase Visibility of University Scholarship

Increase visibility of Stetson University faculty and student scholarship and creative activities.

G 3:Increase Visibility of Library

Increase visibility for the Stetson Library and its print and digital collections to external constituencies.

Other Outcomes/Objectives, with Any Associations and Related Measures, Targets, Findings, and Action Plans

O/O 1:Analyze Budget

Analyze the current FY budget to maximize efficiencies in operational lines and identify potential new budget needs.

Relevant Associations:

Strategic Plan Associations:

Stetson University

1.7 INCREASE FINANCIAL HEALTH AND SUSTAINABILITY

Related Measures:

M 2:Resource Needs Analyses

Undertake routine needs analyses related to key operational outcomes that are inclusive of reporting out expenditures and cost savings incurred through realized organizational efficiencies, procurement/budgeting process and development/fundraising.

Source of Evidence: Efficiency

Target:

Present cohesive, effective, efficient budget request to the Provost annually.

Findings (Cycle B (12/13)) - Target: Met

The library dean and associate dean prepared an annual budget that was cost-effective and efficient. The library did not request an increase in materials or regular operations budgets, but did request a one-time budget line to migrate/update our SIRSI integrated system. The library dean met with the Provost and reviewed the budget.

O/O 2:Cultivate Library Associates

Maintain regular contact with existing Associates and, in collaboration with the Office of Development, identify new Associates with specific areas of interest that can be explored.

Relevant Associations:

Strategic Plan Associations:

Stetson University

1.7 INCREASE FINANCIAL HEALTH AND SUSTAINABILITY

Related Measures:

M 1:duPont-Ball Library Activities Report

Create document that reports out on the key activities of the unit that is inclusive of frequency of activity, duration and type.

Source of Evidence: Activity volume

Target:

Mail customized renewal letters to each active Associate annually as well as mail two newsletters a year to all active Associates. Meet with donors, work with Development and others on campus to make connections to possible donors and potential Associates.

Findings (Cycle B (12/13)) - Target: Met

All Associates received a customized renewal letter; these are prepared monthly by the library dean. The dean also compiled two newsletters during the year that were mailed to Associates and other potential donors. The library dean met with donors and worked to identify other potential donors.

O/O 3:Produce Faculty Review

Collect faculty scholarship contributions from the Deans' offices, compile and edit the Stetson University Faculty Review: A Selective Listing of Publications and Creative Activity.

Relevant Associations:

Strategic Plan Associations:

Stetson University

1.3.1 Identify Principles and Indicators of Excellence and Distinctiveness

Related Measures:

M 3:Faculty Review

A report of the scholarly and creative activity of the faculty utilizing the FAR from the three schools/colleges at DeLand campus.

Source of Evidence: External report

Target:

Publish the Faculty Review in August 2012.

Findings (Cycle B (12/13)) - Target: Met

The library published the annual Faculty Review in August 2012 - edited by Catalog Librarian and Associate Professor Laura Kirkland. The Faculty Review is a bibliographic list of all faculty scholarly and creative activity. http://www2.stetson.edu/library/publications_facultyreview.php

O/O 4:Investigate Institutional Repository

Investigate feasibility of creating a digital Institutional Repository.

Relevant Associations:

Strategic Plan Associations:

Stetson University

1.3.1 Identify Principles and Indicators of Excellence and Distinctiveness

Related Measures:

M 1:duPont-Ball Library Activities Report

Create document that reports out on the key activities of the unit that is inclusive of frequency of activity, duration and type.

Source of Evidence: Activity volume

Target:

In collaboration with other interested academic units, choose appropriate software to maintain institutional repository in year one.

Findings (Cycle B (12/13)) - Target: Met

The library has instituted the ContentDM software to serve as our institutional repository software. The library dean collaborated with the dean of the College of Arts and Sciences to encourage academic departments to submit their students (or have their students submit) senior research projects. Approximately 50 papers were received and added to the fully searchable library Digital Archives (<http://archives.stetson.edu>). At this time, the University does not have a policy for the deposit of faculty research.

O/O 5:Support Professional Leadership Roles

Encourage and monetarily support librarians and staff to take leadership roles in local, state, and national library organizations.

Relevant Associations:

Strategic Plan Associations:**Academic Affairs/Office of the Provost**

1 Advance academic planning to define, plan for, and begin to implement initiatives (faculty hiring, professional development, library resources, etc.) to increase academic program significance with the distinguishing characteristics of rigor, relationship, and responsibility.

Related Measures:**M 1:duPont-Ball Library Activities Report**

Create document that reports out on the key activities of the unit that is inclusive of frequency of activity, duration and type.

Source of Evidence: Activity volume

Target:

Increase conference and other presentations.

Findings (Cycle B (12/13)) - Target: Met

Librarians increased conference presentations and took on leadership roles in the American Library Association's ACRL (Academic College and Research Libraries) group, led an annual ICUF library meeting, presented the keynote speech at Samford University, and made numerous other local and regional presentations.

Detailed Assessment Report

As of: 5/29/2013 09:39 AM EASTERN

Cycle B (12/13) duPont-Ball Library - Facilities

(Includes those Action Plans with Budget Amounts marked One-Time, Recurring, No Request.)

Mission / Purpose

The purpose of the duPont-Ball Library "Facilities" entity is to set up goals, objectives, and methods of measurement for the library facilities in concert with the library's mission: "The library faculty and staff is to support the educational programs of the University and to collaborate with classroom faculty in the development and support of the curriculum through gathering and organizing information both physical and virtual, teaching library users how to access and evaluate information, and providing an environment conducive to research and study."

Goals

G 1: Define Library's Sense of Place

Define the library's "sense of place" with the gradual transition of the library building from a physical repository of print material to a gathering space for research and reflective study.

Other Outcomes/Objectives, with Any Associations and Related Measures, Targets, Findings, and Action Plans

O/O 1: Provide Welcoming Space

Provide welcoming, comfortable space in which students may gather information through many delivery systems (digital, video, audio, print, etc.).

Relevant Associations:

Strategic Plan Associations:

Stetson University

1.4.2 Increase Campus Vibrancy Seven Days a Week

Related Measures:

M 1: duPont-Ball Library Activities Report

Create document that reports on the key activities of the unit, including frequency of activity, duration, and type.

Source of Evidence: Activity volume

Target:

Assess furniture, study rooms, computer workstations, to ensure the space is meeting current student/faculty needs.

Findings (Cycle B (12/13)) - Target: Met

An ongoing assessment is underway. A collaborative workstation was added to the large group study room to enhance the ability for students to do group projects. Software was installed on some computers to make them easier to use for visually impaired students. A mobile device charging station was added for student convenience. Lounge furniture was ordered

to transform two unused patios on the mezzanine floor into comfortable outdoor study spaces. Arrangements were made with Facilities to install large white boards (white board paint and borders) in summer 2013. Investigation underway to purchase mobile white boards. Initial conversations undertaken on getting new technology-friendly furniture for study rooms.

O/O 3:Provide Collaborative Learning Tools

Provide the physical tools needed to learn collaboratively (workstations, whiteboards, network drops, large tables, etc.).

Relevant Associations:

Strategic Plan Associations:

Stetson University

1.3.3 Focus, Streamline, and Support Academic Programs

Related Measures:

M 1:duPont-Ball Library Activities Report

Create document that reports on the key activities of the unit, including frequency of activity, duration, and type.

Source of Evidence: Activity volume

Target:

Add a collaborative workstation to the large group study room in FY 2012-13.

Findings (Cycle B (12/13)) - Target: **Met**

A collaborative workstation was added to the large group study room.

O/O 5:Undertake User Satisfaction Survey

Implement a library satisfaction survey to determine directions for improvement.

Relevant Associations:

Strategic Plan Associations:

Stetson University

1.3.2 Assess Significance & Use Results to Improve Academic Excellence

Related Measures:

M 1:duPont-Ball Library Activities Report

Create document that reports on the key activities of the unit, including frequency of activity, duration, and type.

Source of Evidence: Activity volume

Target:

Design library user survey to assess satisfaction with collections, facilities, and services.

Findings (Cycle B (12/13)) - Target: **Not Met**

The user satisfaction survey was not designed. This task will be given to

the new Learning and Information Literacy Librarian who begins July 1, 2013.

Detailed Assessment Report

As of: 5/29/2013 09:39 AM EASTERN

Cycle B (12/13) duPont-Ball Library - Strategic Planning

(Includes those Action Plans with Budget Amounts marked One-Time, Recurring, No Request.)

Mission / Purpose

The purpose of the duPont-Ball Library "Strategic Planning" entity is to set up goals, objectives, and methods of measurement for major strategic issues in concert with the library's mission: "The library faculty and staff is to support the educational programs of the University and to collaborate with classroom faculty in the development and support of the curriculum through gathering and organizing information both physical and virtual, teaching library users how to access and evaluate information, and providing an environment conducive to research and study."

Goals

G 1: Increase Programmatic Collaborations

Increase programmatic collaboration with other academic support units to enhance student success.

G 2: Increase Resources Efficiency Collaborations

Increase resource efficiency collaboration with internal and external constituencies.

G 3: Transition to Digital Formats

Transition from physical to digital format as the primary format offered by the library.

G 4: Implement Core Competencies

Implement Core Competencies training program for library staff and faculty.

Other Outcomes/Objectives, with Any Associations and Related Measures, Targets, Findings, and Action Plans

O/O 1: Incorporate Library Presence into Orientation

Incorporate library/librarian presence into orientation efforts by other campus support units.

Relevant Associations:

Strategic Plan Associations:

Stetson University

1.2.4 Increase Engagement of All Constituents in Recruiting/Retention

Related Measures:

M 3: Collaboration Report

Create document that reports on collaboration efforts with other University units, including activities and frequency of collaboration.

Source of Evidence: Activity volume

Target:

Collaborate with the FOCUS staff on ways to best incorporate the library into orientation.

Findings (Cycle B (12/13)) - Target: Partially Met

The library did speak with FOCUS staff about participating in orientation, but did not end up participating in the regular freshmen orientation. Instead, we decided to continue with our Personal Librarian initiative as the students' introduction to the library. We did, however, conduct two library orientation sessions for international students who often need more in-depth introductions to U.S. academic libraries.

O/O 2: Partner with Center for International Learning

Develop a collaborative partnership with the Center for International Learning for outreach to international students.

Relevant Associations:

Strategic Plan Associations:

Stetson University

- 1.2.4 Increase Engagement of All Constituents in Recruiting/Retention
- 1.4.3 Expand the Student Success Program

Related Measures:

M 3: Collaboration Report

Create document that reports on collaboration efforts with other University units, including activities and frequency of collaboration.

Source of Evidence: Activity volume

Target:

Partner with the Center for International Learning (WORLD) to better serve international students.

Findings (Cycle B (12/13)) - Target: Met

The library offered two orientation sessions to international students this year. In addition, we co-sponsored two international film viewings in the library for cultural credit. We also are co-sponsoring a book feast that will include both Stetson students and students from the Middle East.

O/O 3: Distribute Personal Librarian Mailing

In collaboration with University FOCUS efforts, compile and distribute "Personal Librarian" mailing to all new students annually in July, including a revised Library Student Handbook.

Relevant Associations:

Strategic Plan Associations:

Stetson University

- 1.2.4 Increase Engagement of All Constituents in Recruiting/Retention

Related Measures:

M 1: duPont-Ball Library Activities Report

Create document that reports out on the key activities of the unit that is inclusive of frequency of activity, duration and type.

Source of Evidence: Activity volume

Target:

Have each librarian compile personal librarian letters to new students (freshmen and transfers) and include business cards and the library brochure targeted to new students. Library secretary will coordinate the mailing during the summer months.

Findings (Cycle B (12/13)) - Target: Met

The mailing was done in summer 2012. A new brochure, created with Marketing, will be used in the 2013 mailing.

O/O 4: Partner with the Writing Center

Expand the Writing Center presence in the library to take advantage of library hours/accessibility.

Relevant Associations:

Strategic Plan Associations:

Stetson University

1.2.4 Increase Engagement of All Constituents in Recruiting/Retention

1.4.3 Expand the Student Success Program

Related Measures:

M 3: Collaboration Report

Create document that reports on collaboration efforts with other University units, including activities and frequency of collaboration.

Source of Evidence: Activity volume

Target:

Work with the Writing Center director to provide physical tutoring space in the library and cross-promote tutoring sessions.

Findings (Cycle B (12/13)) - Target: Met

The Writing Center offered increased hours in the library - setting up a tutoring area in the northeast corner of the main floor. The library uses signage and website notices to cross-promote the availability of tutors in the library. The Writing Center is offering hours in the library during the summer sessions for the first time in 2013.

O/O 5: Collaborate with College of Law Library

Collaborate with the College of Law Library on cooperative purchasing and continuing education.

Relevant Associations:

Strategic Plan Associations:

Stetson University

1.1.2 Establish and Embody the Consistent "One Stetson" Message

1.3.3 Focus, Streamline, and Support Academic Programs

1.7 INCREASE FINANCIAL HEALTH AND SUSTAINABILITY

Related Measures:

M 3:Collaboration Report

Create document that reports on collaboration efforts with other University units, including activities and frequency of collaboration.

Source of Evidence: Activity volume

Target:

Collaborate on database purchasing for maximum budget efficiency and investigate possible collaborative continuing education opportunities.

Findings (Cycle B (12/13)) - Target: Met

The library has collaborated, and continues to collaborate, on database purchases whenever possible (when a database meets the needs of both campuses or when a vendor agrees to include both campuses under one pricing structure). The library held a joint database training session with the law librarians on the Celebration campus. The library dean travelled to the Law School to train librarians on the ContentDM software. Law librarians attended the DeLand reception for the 125th anniversary of our federal depository library program.

O/O 6:Collaborate with the School of Music

Collaborate with the School of Music, with the assistance of IT staff, to fund and store the digital recital files for public access.

Relevant Associations:

Strategic Plan Associations:

Stetson University

1.3.3 Focus, Streamline, and Support Academic Programs

Related Measures:

M 3:Collaboration Report

Create document that reports on collaboration efforts with other University units, including activities and frequency of collaboration.

Source of Evidence: Activity volume

Target:

Digitize music programs for inclusion in the Digital Archives. Work with the School of Music to transition recital program editing from the library to the School of Music.

Findings (Cycle B (12/13)) - Target: Partially Met

The library has begun to digitize School of Music programs for inclusion in the Digital Archives memorabilia collection (<http://archives.stetson.edu>). This year, about 300 programs were added and the project continues. Discussions were begun with the Provost and the Acting Dean of the School of Music to transfer recital editing from the library to a staff member in the School of Music, but that transfer will probably not take place until FY 2013-14 when the new Music School dean arrives.

Related Action Plans (by Established cycle, then alpha):

Transfer music program editing to the School of Music

Confer with the incoming dean of the School of Music to transfer responsibility for music program editing to a staff member in the SOM.

Established in Cycle: Cycle B (12/13)

Implementation Status: Planned

Priority: High

Relationships (Measure | Outcome/Objective):

Measure: Collaboration Report | **Outcome/Objective:**

Collaborate with the School of Music

Responsible Person/Group: Dean of the duPont-Ball Library;
Dean of the School of Music; Music Librarian

O/O 7: Collaborate with Area/Peer Libraries

Meet with area and ICUF academic library deans/directors to explore collaborative projects (collaborative purchasing, programming, professional development opportunities).

Relevant Associations:

Strategic Plan Associations:

Stetson University

1.7 INCREASE FINANCIAL HEALTH AND SUSTAINABILITY

Related Measures:

M 1: duPont-Ball Library Activities Report

Create document that reports out on the key activities of the unit that is inclusive of frequency of activity, duration and type.

Source of Evidence: Activity volume

Target:

Collaborate with area and peer (ICUF) libraries on consortial database purchases, information sharing, and possible programming.

Findings (Cycle B (12/13)) - Target: Partially Met

The library has fully participated in all ICUF library efforts to engage in collaborative database purchasing for maximum budget efficiency. Associate Library Dean Debbi Dinkins, has served as a mentor for a Florida Southern Librarian, and Library Dean Sue Ryan has also met with Debbi's mentee and the Florida Southern Archivist to share information. The library dean has also shared information about our physical and digital archives with the director of Flagler College and has hosted the director for a Stetson site visit. The library did not have any joint programming with other libraries in 2012-13, but has collaborated with the Volusia County

Public Library system on a NEH grant application that would result in a number of joint programming opportunities should the grant be awarded.

Related Action Plans (by Established cycle, then alpha):

Pursue potential joint programming opportunities with area libraries

The library will pursue joint programming opportunities with the Volusia County Public Library system on a series of civil rights-related films should Stetson be awarded the NEH grant for which it applied in partnership with the county library system.

Established in Cycle: Cycle B (12/13)

Implementation Status: Planned

Priority: High

Relationships (Measure | Outcome/Objective):

Measure: duPont-Ball Library Activities Report |

Outcome/Objective: Collaborate with Area/Peer Libraries

Implementation Description: Pending grant approval.

Projected Completion Date: 02/01/2014

Responsible Person/Group: Dean of the duPont-Ball Library and designees; Director of the Volusia County Library System and designees.

O/O 8:Implement Patron Driven Acquisition Programs

Implement additional patron driven acquisition programs for digital formats, such as ebooks, streaming video, and streaming audio.

Relevant Associations:

Strategic Plan Associations:

Stetson University

1.7 INCREASE FINANCIAL HEALTH AND SUSTAINABILITY

Related Measures:

M 1:duPont-Ball Library Activities Report

Create document that reports out on the key activities of the unit that is inclusive of frequency of activity, duration and type.

Source of Evidence: Activity volume

Target:

Implement a comprehensive patron driven acquisitions program for maximum cost and use efficiency.

Findings (Cycle B (12/13)) - Target: Met

The library has implemented a patron driven acquisitions (PDA) program in every area possible. We will continue to expand this initiative as more collections open up to this model. Our work in this area, in particular the work of Library Associate Dean Debbi Dinkins, has led our acquisitions

model to be known as "The Stetson Model" in state and national venues. Not only is this a great tribute to how well this works, but it is a great cost-saver to the library and to the University as we pay only for what is used.

O/O 9:Support Ebooks

Support and promote downloading of library's ebooks to handheld devices, such as iPad, Kindle, Nook, etc.

Related Measures:

M 1:duPont-Ball Library Activities Report

Create document that reports out on the key activities of the unit that is inclusive of frequency of activity, duration and type.

Source of Evidence: Activity volume

Target:

Support ebook purchases, and support the library's ebook users with training and assistance.

Findings (Cycle B (12/13)) - Target: Met

The library has continued to move heavily into ebook purchases, and reaction is positive. Several librarians offered on-demand, "at your site" ebook training for faculty and numerous faculty members have asked for and received the training. We have extended the offer to students, although they generally seem to be at ease in using the ebook formats.

O/O 10:Support Mobile Applications

Support and promote mobile applications for library's digital offerings.

Related Measures:

M 1:duPont-Ball Library Activities Report

Create document that reports out on the key activities of the unit that is inclusive of frequency of activity, duration and type.

Source of Evidence: Activity volume

Target:

The library will support mobile applications by offering in person and web-based assistance for all mobile applications that we have available.

Findings (Cycle B (12/13)) - Target: Met

The library regularly answers users' questions about mobile applications and has created a web page with tutorials on how to use various library mobile applications.

O/O 11:Replace Print Journals with Digital Access

Replace print periodical/journal holdings and subscriptions with digital access.

Relevant Associations:

Strategic Plan Associations:

Stetson University

1.7 INCREASE FINANCIAL HEALTH AND SUSTAINABILITY

Related Measures:

M 1:duPont-Ball Library Activities Report

Create document that reports out on the key activities of the unit that is inclusive of frequency of activity, duration and type.

Source of Evidence: Activity volume

Target:

While the library will have a small core print journal collection for the foreseeable future, the library will eliminate print titles available to our users online and will do a comprehensive review of print journal titles.

Findings (Cycle B (12/13)) - Target: Partially Met

The library has eliminated a significant number of print title subscriptions, and is now subscribing to only about 400 core titles in paper (where we once had thousands). This is an ongoing project as more titles will be eliminated as they become available online. More retrospective volumes will be eliminated as well as backfiles of journal titles become available online.

Related Action Plans (by Established cycle, then alpha):

Ongoing print journal review

The library will review print journal subscriptions on a regular basis to eliminate many of those available online.

Established in Cycle: Cycle B (12/13)

Implementation Status: Planned

Priority: High

Relationships (Measure | Outcome/Objective):

Measure: duPont-Ball Library Activities Report |

Outcome/Objective: Replace Print Journals with Digital Access

Implementation Description: Ongoing review

Responsible Person/Group: Library Associate Dean and designated staff

O/O 12:Transition Government Documents Serials to Digital Formats

Identify government document serial titles currently received in tangible format that may instead be received electronically.

Relevant Associations:

Strategic Plan Associations:

Stetson University

1.7 INCREASE FINANCIAL HEALTH AND SUSTAINABILITY

Related Measures:

M 1:duPont-Ball Library Activities Report

Create document that reports out on the key activities of the unit that is inclusive of frequency of activity, duration and type.

Source of Evidence: Activity volume

Target:

As government documents serials become available online, switch from print selections (as part of our federal depository library selection process) to online serials with links from our catalog.

Findings (Cycle B (12/13)) - Target: Partially Met

This is an ongoing project. As documents serials become available online, we are transitioning many of them from a print selection.

Related Action Plans (by Established cycle, then alpha):

Transition of government documents serials to online formats

Ongoing review of government documents serials to update selection process to online rather than print whenever feasible.

Established in Cycle: Cycle B (12/13)

Implementation Status: Planned

Priority: High

Relationships (Measure | Outcome/Objective):

Measure: duPont-Ball Library Activities Report |

Outcome/Objective: Transition Government Documents Serials to Digital Formats

Responsible Person/Group: Government Documents Librarian

O/O 13: Implement Training Schedule

Implement a schedule of training sessions to teach library staff and faculty the skills needed to operate an academic library in the 21st century.

Relevant Associations:

Strategic Plan Associations:

Stetson University

1.6.5 Increase Professional Development and Leadership Opportunities

Related Measures:

M 1: duPont-Ball Library Activities Report

Create document that reports out on the key activities of the unit that is inclusive of frequency of activity, duration and type.

Source of Evidence: Activity volume

Target:

Develop a Core Competencies Program for library staff to ensure currency.

Findings (Cycle B (12/13)) - Target: Met

The library, led by Library Associate Dean Debbi Dinkins and Head of Public Services Jason Martin, designed and implemented a comprehensive Core Competencies Program for its staff members. Staff members must complete certain numbers of continuing education requirements (in person and/or online) in various skill areas. Library staff members must also submit written summaries of all continuing education activities to the supervising librarian. The program, in its first year, has been highly successful and staff members are participating and complying with requirements.

O/O 14: Provide Specialized Training Opportunities

Provide training in the following areas: professional communication, customer service, ethics & values, personal growth, library collections, core technology skills, reference, circulation and access services, acquisitions, cataloging, Stetson curriculum, Stetson core values.

Relevant Associations:

Strategic Plan Associations:

Stetson University

1.6.5 Increase Professional Development and Leadership Opportunities

Related Measures:

M 1: duPont-Ball Library Activities Report

Create document that reports out on the key activities of the unit that is inclusive of frequency of activity, duration and type.

Source of Evidence: Activity volume

Target:

In support of the Core Competency requirements for library staff members, offer specialized training opportunities that will enhance the skill sets most useful to their job responsibilities.

Findings (Cycle B (12/13)) - Target: Met

The library has offered numerous in-house training opportunities during FY 2012-13, as well as providing staff members with access to many online workshops. Staff members have taken advantage of these opportunities to meet Core Competency requirements.

Details of Action Plans for This Cycle (by Established cycle, then alpha)

Ongoing print journal review

The library will review print journal subscriptions on a regular basis to eliminate many of those available online.

Established in Cycle: Cycle B (12/13)

Implementation Status: Planned

Priority: High

Relationships (Measure | Outcome/Objective):

Measure: duPont-Ball Library Activities Report | **Outcome/Objective:** Replace Print Journals with Digital Access

Implementation Description: Ongoing review
Responsible Person/Group: Library Associate Dean and designated staff

Pursue potential joint programming opportunities with area libraries

The library will pursue joint programming opportunities with the Volusia County Public Library system on a series of civil rights-related films should Stetson be awarded the NEH grant for which it applied in partnership with the county library system.

Established in Cycle: Cycle B (12/13)
Implementation Status: Planned
Priority: High

Relationships (Measure | Outcome/Objective):

Measure: duPont-Ball Library Activities Report | **Outcome/Objective:** Collaborate with Area/Peer Libraries

Implementation Description: Pending grant approval.
Projected Completion Date: 02/01/2014
Responsible Person/Group: Dean of the duPont-Ball Library and designees; Director of the Volusia County Library System and designees.

Transfer music program editing to the School of Music

Confer with the incoming dean of the School of Music to transfer responsibility for music program editing to a staff member in the School of Music.

Established in Cycle: Cycle B (12/13)
Implementation Status: Planned
Priority: High

Relationships (Measure | Outcome/Objective):

Measure: duPont-Ball Library Activities Report | **Outcome/Objective:** Collaborate with the School of Music

Implementation Description: Meet with SOM dean to identify staff member to take on program editing responsibilities.
Projected Completion Date: 08/01/2013
Responsible Person/Group: Dean of the duPont-Ball Library, Dean of the School of Music, Music Librarian

Transfer music program editing to the School of Music

Confer with the incoming dean of the School of Music to transfer responsibility for music program editing to a staff member in the SOM.

Established in Cycle: Cycle B (12/13)
Implementation Status: Planned
Priority: High

Relationships (Measure | Outcome/Objective):

Measure: Collaboration Report | **Outcome/Objective:** Collaborate with the School of Music

Responsible Person/Group: Dean of the duPont-Ball Library; Dean of the School of Music; Music Librarian

Transition of government documents serials to online formats

Ongoing review of government documents serials to update selection process to online rather than print whenever feasible.

Established in Cycle: Cycle B (12/13)

Implementation Status: Planned

Priority: High

Relationships (Measure | Outcome/Objective):

Measure: duPont-Ball Library Activities Report | **Outcome/Objective:** Transition Government Documents Serials to Digital Formats

Responsible Person/Group: Government Documents Librarian

Detailed Assessment Report

As of: 5/29/2013 09:39 AM EASTERN

Cycle B (12/13) duPont-Ball Library - Technical Services (Cataloging, Acquisitions, Collections and Development)
(Includes those Action Plans with Budget Amounts marked One-Time, Recurring, No Request.)

Mission / Purpose

The purpose of the duPont-Ball Library "Technical Services" entity is to set up goals, objectives, and methods of measurement for the library's technical functions (cataloging, acquisitions, and collection development) in concert with the library's mission: "The library faculty and staff is to support the educational programs of the University and to collaborate with classroom faculty in the development and support of the curriculum through gathering and organizing information both physical and virtual, teaching library users how to access and evaluate information, and providing an environment conducive to research and study."

Goals

G 1: Increase Access to Library Materials

Increase access to the library's resources and unique materials.

Other Outcomes/Objectives, with Any Associations and Related Measures, Targets, Findings, and Action Plans

O/O 1: Create Metadata

Create metadata for resources using OCLC WorldCat.

Relevant Associations:

Strategic Plan Associations:

Stetson University

1.3.3 Focus, Streamline, and Support Academic Programs

Related Measures:

M 1: duPont-Ball Library Activities Report

Create document that reports out on the key activities of the unit that is inclusive of frequency of activity, duration and type.

Source of Evidence: Activity volume

Target:

Download and edit metadata for print and electronic resources.

Findings (Cycle B (12/13)) - Target: Met

Metadata for print and electronic resources was downloaded and edited in the library's catalog to provide access to library resources. Metadata records were provided by OCLC WorldCat and digital content providers. The majority of metadata added in 2012/2013 was for ebooks.

O/O 2: Add Content Notes to Catalog Records

Add contents notes to catalog records, giving library users more detailed information about the contents of the material.

Relevant Associations:

Strategic Plan Associations:

Stetson University

1.3.3 Focus, Streamline, and Support Academic Programs

Related Measures:

M 1:duPont-Ball Library Activities Report

Create document that reports out on the key activities of the unit that is inclusive of frequency of activity, duration and type.

Source of Evidence: Activity volume

Target:

Enhance metadata catalog records with contents notes and other access points for as many records as possible.

Findings (Cycle B (12/13)) - Target: Partially Met

Enhancement of metadata catalog records with contents notes and other access points was done for numerous catalog records, but is ongoing. Vendor-supplied records are enhanced with data from OCLC Worldcat. OCLC Worldcat notification is provided for enhanced metadata corresponding to records already loaded in the library's catalog.

O/O 3:Add Online Resources to Catalog

Add records for ebooks and websites to the catalog, giving library users wider access to content and information outside the physical collection.

Relevant Associations:

Strategic Plan Associations:

Stetson University

1.3.3 Focus, Streamline, and Support Academic Programs

Related Measures:

M 1:duPont-Ball Library Activities Report

Create document that reports out on the key activities of the unit that is inclusive of frequency of activity, duration and type.

Source of Evidence: Activity volume

Target:

Add at least 20,000 ebooks to the library's catalog.

Findings (Cycle B (12/13)) - Target: Met

The ebook format is the primary format for new purchases of monographic information. In 2012/2013, records providing access to over 27,000 ebooks were added to the library's catalog.

O/O 4:Quality check URLs of Cataloged Resources

Check the URLs of cataloged electronic resources to ensure that information is readily available.

Relevant Associations:

Strategic Plan Associations:

Stetson University

1.3.3 Focus, Streamline, and Support Academic Programs

Related Measures:

M 1:duPont-Ball Library Activities Report

Create document that reports out on the key activities of the unit that is inclusive of frequency of activity, duration and type.

Source of Evidence: Activity volume

Target:

Establish routine URL checking for all web-based items in the library catalog.

Findings (Cycle B (12/13)) - Target: Met

URL checking for all URLs in the library's catalog is ongoing with routine reports running continuously. Broken links have been updated or removed from the library's catalog.

Detailed Assessment Report

As of: 5/29/2013 09:39 AM EASTERN

Cycle B (12/13) DuPont-Ball Library - Technology

(Includes those Action Plans with Budget Amounts marked One-Time, Recurring, No Request.)

Mission / Purpose

The purpose of the duPont-Ball Library "Technology" entity is to set up goals, objectives, and methods of measurement for the library's hardware, software, and network technology issues in concert with the library's mission: "The library faculty and staff is to support the educational programs of the University and to collaborate with classroom faculty in the development and support of the curriculum through gathering and organizing information both physical and virtual, teaching library users how to access and evaluate information, and providing an environment conducive to research and study."

Goals

G 1: Collaborate with IT

Collaborate with IT to ensure library content is delivered seamlessly and without service interruption, both on and off campus.

Other Outcomes/Objectives, with Any Associations and Related Measures, Targets, Findings, and Action Plans

O/O 1: Partner with IT for Compliancy

Partner with IT to ensure that all library web pages, servers, workstations, and databases are compliant with IT standards and delivery mechanisms.

Related Measures:

M 1: Assessment of Service Quality Reporting

Undertake regular assessment reporting to ensure quality standards for service, technologies, collections, and infrastructure.

Source of Evidence: Service Quality

Target:

Consult with IT staff members to ensure compliance for hardware and software in the library.

Findings (Cycle B (12/13)) - Target: Met

Library staff members, in particular the Library Systems & Technology Administrator, consults regularly with IT staff members on hardware and software issues. On larger strategic decisions, such as the decision to migrate the library's integrated SIRSI system server to IT, the Library Dean, the Associate Dean, and others have also consulted with IT staff.

O/O 2: Regularly Meet with IT Staff

Routinely meet with IT personnel to discuss new initiatives and chronic concerns in content delivery.

Related Measures:

M 3:Collaboration Report

Create document that reports on collaboration efforts with other University units, including activities and frequency of collaboration.

Source of Evidence: Activity volume

Target:

Library staff who are responsible for hardware and software technologies should meet regularly with their counterparts in IT.

Findings (Cycle B (12/13)) - Target: Partially Met

The Library Systems & Technology Administrator meets regularly, mostly informally to consult on specific issues, with counterparts in IT. The library dean and other librarians have met with various IT staff members on specific issues. The two units do not, however, have regular meetings to share information.

O/O 3:Maintain Library Hardware and Software Infrastructure

Maintain current computer hardware and network infrastructure in the library building by working with IT to develop a comprehensive plan for regular replacement and updating of library hardware, including workstations, network printers, and scanners.

Related Measures:

M 1:Assessment of Service Quality Reporting

Undertake regular assessment reporting to ensure quality standards for service, technologies, collections, and infrastructure.

Source of Evidence: Service Quality

Target:

The Library Dean and Library Systems Team will ensure that the library has a sufficient quantity and quality of hardware and software to best meet the needs of the students and faculty.

Findings (Cycle B (12/13)) - Target: Met

The library has 47 workstations, four network printers, two laptop printers, and wireless connections throughout the building. The numbers have proven to be adequate to meet demand. The library's computer workstations are loaded with standard Office software and students with visual impairment have access to software that enhances the readability of the screen on targeted computers.

Detailed Assessment Report

As of: 5/29/2013 09:39 AM EASTERN

Cycle B (12/13) duPont-Ball Library - University Archives

(Includes those Action Plans with Budget Amounts marked One-Time, Recurring, No Request.)

Mission / Purpose

The purpose of the duPont-Ball Library "University Archives" entity is to set up goals, objectives, and methods of measurement for the library's archives and special collections in concert with the library's mission: "The library faculty and staff is to support the educational programs of the University and to collaborate with classroom faculty in the development and support of the curriculum through gathering and organizing information both physical and virtual, teaching library users how to access and evaluate information, and providing an environment conducive to research and study."

Goals

G 1:Support the University Archives

Support the University Archives & Special Collections in digital and physical formats.

Other Outcomes/Objectives, with Any Associations and Related Measures, Targets, Findings, and Action Plans

O/O 1:Seek Outside Funding

Seek outside funding to digitize the remaining major University publications (Cupola/Stetson Magazine).

Related Measures:

M 1:duPont-Ball Library Activities Report

Create document that reports out on the key activities of Archives and Special Collections that is inclusive of frequency of activity, duration and type.

Source of Evidence: Activity volume

Target:

Find outside funding to digitize remaining major collections by end of FY 12-13.

Findings (Cycle B (12/13)) - Target: Met

Sue Ryan, Library Dean, got price quotes to digitize the remaining large print collection (Stetson Magazines) and found that the cost was so low that an outside donor was not needed. Available funds were used and the collections were digitized and uploaded to the Digital Archives in spring 2013.

O/O 2:Solicit Donations/Collections for Archives

Solicit donations/collections that support the preservation of Stetson history and other Special Collection areas of the University Archives.

Related Measures:

M 1:duPont-Ball Library Activities Report

Create document that reports out on the key activities of Archives and Special Collections that is inclusive of frequency of activity, duration and type.

Source of Evidence: Activity volume

Target:

Identify and pursue potential donors and collections for Archives.

Findings (Cycle B (12/13)) - Target: Partially Met

Sue Ryan, Library Dean, identified one potential donor and is working with that person on a possible gift targeted to Archives. This will be an ongoing effort. Sue Ryan worked with a number of donors, including alumni Max Cleland and Jay Mechling to add significant items to their respective memorabilia collections.

O/O 3: Investigate Facilities Options for Archives

Investigate facilities options for growing archival collections.

Related Measures:

M 1: duPont-Ball Library Activities Report

Create document that reports out on the key activities of Archives and Special Collections that is inclusive of frequency of activity, duration and type.

Source of Evidence: Activity volume

Target:

Begin space planning for additional ground floor space for Archives.

Findings (Cycle B (12/13)) - Target: Met

A space analysis was completed and it was determined that several stack ranges currently housing government documents would be removed. Weeding efforts are underway, but this will be an ongoing effort into the next fiscal year.