



**Everett L. Cattell Library**

**Assessed by Rebecca Fort**

**Date July, 2015-June, 2016**

**Mission Statement:** The mission of the Malone University Library is to provide curricular materials, research information, and Christian spiritual development resources for Malone students, faculty, staff and other library patrons, and to provide instruction in the use of those resources and in general information literacy skills.

**Unit Goals:**

1. To equip students with information retrieval and evaluation skills
2. To provide and promote access to curricular materials, research information, and Christian spiritual development resources for Malone University students, faculty, and staff
3. To provide and maintain a web site and physical facilities that are conducive to study and research
4. To promote professional development and personal Christian spiritual growth for librarians, support staff, and student employees

<b>Expected Performance Outcomes</b>	<b>Means of Assessment &amp; Criteria for Success</b>	<b>Summary of Data Collected</b>	<b>Use of Results</b>
<p>G1-1. The library will develop a Library Instruction Plan</p> <p>G1-2. All first year students will receive at least a basic library orientation.</p> <p>G1-3. Liaisons will work with department faculty to present subject-specific information literacy instruction.</p> <p>G1-4. Library staff will provide individual instructional assistance in information literacy skills</p>	<p>G1-1. The library’s instructional staff will create a comprehensive educational objectives statement to guide class and online instruction. Completion date: June 2016.</p> <p>G1-2. The library staff will work with composition professors to present basic library instruction to all ENG 145 classes.</p> <p>G1-3. Each academic discipline will have a subject-specific orientation, LibGuide, or tutorial.</p> <p>G1-4. The number of reference questions/sessions will meet or exceed last year’s number. Reference statistics will be collected by Reference, Circulation, and Archives staff.</p>	<p>G1-1. General plan is complete</p> <p>G1-2. ENG 145 did not include library orientations this year</p> <p>G1-3. Most majors have at least 1 LibGuide. Liaisons are also conducting selected subject orientations.</p> <p>G1-4. 2014-2015 = 660 2015-2016 = 657</p>	<p>G1-1. Work with faculty to try for integration to GEN 100 or another course to begin implementation</p> <p>G1-2. Will try for integration into another GEN Ed course</p> <p>G1-3. Liaisons will continue to create LibGuides and work with faculty to increase the number of orientations</p> <p>G1-4. Reference librarians will discuss improvements to statistics collection methods and easier methods for students to schedule appointments. All staff will look at library marketing</p>

<p>G2-1. The library will provide a relevant collection of current and classic materials that will satisfy the resource needs of faculty and students</p>	<p>G2-1a. A Resources Review will be held each spring: each department will be contacted regarding current and future needs for standing orders and periodicals. Responses will be used to determine ongoing subscription needs. All academic departments will be included.</p>	<p>G2-1a. Resources Review: Emails were sent to 13 departments or schools. Responses were received from 3 schools.</p>	<p>G2-1a 13 low use standing orders will be cancelled for a savings of \$607.30. Investigating eliminating print copy from 13 print + online standing orders. Possible savings \$135. Changing 4 standing orders from annual to alternating pairs of titles biennially. Possible 2-year savings approximately \$293.00. Investigating several new titles. Will continue to do an annual review</p>
	<p>G2-1b. The library liaisons will complete all departmental collection development policies by June, 2016.</p>	<p>G2-1b. All policies are complete except Communication Arts, Psychology, Science &amp; Math, and Theology</p>	<p>G2-1b. Completed policies will be used to guide purchasing, weeding, and gift book selection</p>
<p>G2-2. The library will provide convenient access to the research materials and information needed by the Malone community and will promote the use of library resources</p>	<p>G2-2a. The library's gifts and cataloging backlogs will be cleared by July 2016 and a new gifts procedure will be developed and put into practice by January 2016 to prevent future gifts backlogs.</p>	<p>G2-2a. Cataloging backlog is almost cleared Gifts backlog is still growing A gifts procedure was written but not yet implemented.</p>	<p>G2-2a. The Gifts Librarian will develop and implement a working policy by December 2016</p>
		<p>G2-2b. Book trucks seemed</p>	

<p>G2-3. The Archives Collection will be organized, preserved, promoted, and made accessible.</p>	<p>G2-2b. Library items will be re-shelved within 2 days. Team leaders and circulation supervisors will monitor shelving progress.</p> <p>G2-2c. Library staff will assist library visitors in accessing and utilizing the library's resources at a level that matches or exceeds last year's service. Service level will be determined by circulation, equipment, and directional statistics.</p> <p>G2-3a. The archivist will process at least one collection by June 2016</p> <p>G2-3b. The archivist will maintain and build connections with EFC-ER, demonstrated by at least 4 interactions each year.</p> <p>G2-3c. The archivist will work</p>	<p>to be consistently cleared. The only noticeable delays occurred because of student schedule changes.</p> <p>G2-2c. 2014/2015 Circulation = 6156 Equipment = 658 Directional = 258 2015/2016 Circulation = 3969 Equipment = 636 Directional = 417</p> <p>G2-3b. Several small collections received, not yet processed.</p> <p>G2-3c. Regular and on-going communication with at least 1 member of the Friends Historical Committee. Communication with World Outreach Center regarding their collection. Organized an Archives Committee which includes a representative from the Friends Church.</p> <p>G2-3c. 8 classes</p>	<p>G2-2b. Next year the circulation supervisors and team leaders will perform random shelving checks at least once each semester for each shelving team.</p> <p>G2-2c Circulation supervisors will remind student staff to record statistics; all staff will discuss marketing strategies</p> <p>G2-3a. Continue processing collections</p> <p>G2-3b. Continue developing relationships with EFC-ER</p> <p>G2-3c. Continue working with history and honors</p>
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<p>G2-4. The library will cooperate with other libraries to mutually augment available collections</p> <p>G2-5. The library will improve access and training for online users.</p>	<p>with at least 2 classes each year to provide students with hands-on experience with archival materials</p> <p>G2-3d. The archives collections will be used at least 50 times for inquiries, classes, or individual research. Statistics will be kept by the archivist</p> <p>G2-4a. Library users will match or increase the number of checkouts as compared to the amount performed last year. Numbers will be gathered from Sierra and interlibrary loan statistics.</p> <p>G2-5a. The library will provide and maintain a collection of LibGuides to assist all students, especially online. Usefulness will be determined by usage statistics</p>	<p>G2-3d. In addition to the 8 classes, the archivist assisted with 141 inquiries and 8 donations. Totals include 20 students, 47 faculty, 16 Friends, 29 other</p> <p>G2-4. 2014/2015 Checkouts = 14,654 Incoming PCircs = 3385 ILL incoming = 104 Renewals = 4180 eBook usage = 7997</p> <p>2015-2016 Checkouts = 10,064 ILL incoming = 154 Incoming PCircs = 2536 Renewals = 3480 eBook usage = 12,692</p> <p>G2-5a. # of guides (public) = 33 Guides usage = 2470 Pageviews (public guides) = 8908</p>	<p>classes and students</p> <p>G2-3d. Continue to provide valuable archival service to Malone, EFC-ER, and other researchers</p> <p>G2-4. New ebook packages were added through OPAL and OhioLINK. We will continue to monitor print and ebook checkouts by subject and other variables to determine purchasing priorities.</p> <p>G2-5a. We will continue to develop and promote Guides and will work to make them more easily noticeable on the web page</p>
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<p>G3-1. The library will improve the functionality of library facilities to better meet user needs: educational and research support, individual and group study spaces, access to technology and research resources.</p>	<p>G3-1a. A capital campaign statement for the development of a learning commons will be written and submitted by Spring 2016</p> <p>G3-1b. Headcounts performed every 2 hours will demonstrate that all library spaces are being used.</p> <p>G3-1c. The number of visitors to the library will match or exceed last year's number. Number of guests will be based on security gate counter readings</p> <p>G3-1d. 100% of the library's circulation department student staff will be asked for feedback</p>	<p>G3-1a. Campaign statement completed, architect input included and report submitted to Board of Trustees.</p> <p>G3-1b. First floor meeting room, reference/microfiche areas, 3<sup>rd</sup> floor study areas are least used.</p> <p>G3-1c. 2014/2015 = 75,257 2015/2016 = 70,185</p> <p>G3-1d. Responses were obtained from all students. #3 responses summary: more</p>	<p>G3-1a. Capital campaign will begin in fall 2016.</p> <p>G3-1b. Signs will be placed at first floor meeting room to let students know that the room is available for use. Reference collection will be weeded and/or moved to circulating collection. Began inventory of microfiche in preparation for move to off-site storage. Government documents will be discarded. Friends Library will move to 3<sup>rd</sup> Floor.</p> <p>G3-1c. The library staff will discuss marketing strategies</p> <p>G3-1d we are still planning to connect with all freshmen through one of the Gen Ed courses; signs</p>
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	<p>on library service and facility improvements during their individual evaluation interviews (Questions 3, 4, 5).</p>	<p>signs, but people don't read the signs we have; more training/instruction esp. for GEN 100                  #4 responses summary: more signs or better placement of signs or "more obnoxious" signs so that people read them                  #5 Staff is perceived as friendly and helpful</p>	<p>will be part of learning commons renovation. Continue service standards</p>
<p>G4-1. The library will provide opportunities for continuing education for its staff.</p> <p>G4-2. The library will encourage staff involvement in campus ministries and student outreach activities.</p> <p>G4-3. Student staff workers will learn library duties and will gain an understanding of Christian work ethics.</p>	<p>G4-1a. Each full-time library staff member will attend at least one job-related workshop or training session. Each staff member will keep a list of his or her sessions.</p> <p>G4-2 Each library staff member will attend at least two student activities or campus events to connect with and support the larger campus community. Staff members will record their own involvement.</p> <p>G4-3a. Student circulation desk workers will be tested on shelf reading accuracy; practical tests will be administered by team leaders</p> <p>G4-3b. Student team leaders will complete additional leadership</p>	<p>G4-1a. 4 of 5 full time staff responded. Each attended at least 5 sessions.</p> <p>G4-2 4 of 5 full time staff responded. Each attended at least 2.</p> <p>G4-3a. Many students did not pass the shelf reading tests and shelvers still seem to have difficulty with shelving accuracy</p> <p>G4-3b. Team leaders met</p>	<p>G4-1a. Will continue training requirement</p> <p>G4-2 Will continue campus involvement and support of student activities</p> <p>G4-3a. Circulation staff will find ways to help students improve accuracy</p> <p>G4-3b. Leadership training will continue</p>

	<p>training and will work with circulation supervisors to develop leadership skills. * All team leaders will receive satisfactory or higher in the leadership section of student worker evaluations.</p>	<p>with circulation supervisors in fall semester for special training. All team leaders received exceptional ratings.</p>	
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