

2013-2014 Academic Year Administrative Assessment Report

Library

Please Note: The Library is currently managed by an Acting Director. Consequently, we have not created a new Three Year Strategic Plan 2013-2016. This year – as an interim - we will work within a one year Assessment Plan. Next year, a new Library Director will then have the opportunity to build her/his own Three Year Plan within the overall strategic context.

Mission Statement:

The mission of the Nancy Thompson Library is to play a vital role in support of learning, teaching, and research at Kean University. The Library will accomplish this by working with faculty as an innovative and creative partner in providing the primary and secondary information resources needed for students to become critical, creative, and global thinkers, engaged in their learning. The Library will partner with faculty and administration to foster student development of information literacy skills and will provide the necessary services and resources to support the basic needs of faculty conducting research.

The physical library will be an environment conducive to learning and research, individual and group work, and the social interactions that promote learning. Through its programming and services, it will be an intellectual and cultural center of the University, dedicated to promoting life-long learning, especially through reading. It meets this mission by embracing staff development, evidence-based decision making and continuous assessment.

Vision Statement:

The vision for the Nancy Thompson Library is to become the intellectual and cultural center of Kean University, enabling its students to think critically and creatively in an ever-changing world of information. As Kean is a teaching university, the Library is committed to supporting resource-based student learning. It facilitates student and faculty research and scholarship by consistently striving to offer the most relevant resources and effective services, supported by the latest technologies.

Goals and Objectives

A) Library's Strategic Plan Goal: To build collections that support learning, teaching and research (supports Goals 2 & 3 of the University's Strategic Plan)

1) SMART Objective:

Systematic weeding of the Biological Sciences book collection with the help of faculty

- **Data Results**
 - All (100%) of the Biological Science Faculty submitted their recommendations for titles to weed from the library collection
 - 25%, instead of the estimated 50%, of the titles were removed from the collection
- **Actions Taken Based on Data Collected**
 - Training of additional staff members to withdraw the titles from our catalog to finish this project and future weeding projects faster

- a) *Responsible Individual:* Biological Sciences Faculty, Collection Development Librarian, Acting University Librarian, Library Technical Services Staff and Library Student Workers
- b) *Measures:* 100% response from Biological Sciences faculty with regards to recommended titles to weed and at least 50% of these recommended titles weeded by library staff
- c) *Timeline with milestones:* September 2013 Collection Development Librarian and Acting University Librarian meet to discuss criteria for excel spreadsheet of Biological Sciences collection; October 2013 spreadsheets are given to Biological Sciences faculty; January 2014 Biological Sciences faculty return spreadsheets with weeding recommendations; June 2014 at least 50% of these recommended titles are removed from the shelves and catalog
- d) *Implementation plan for this objective:* Faculty have always been willing to order books for the library collection yet not so willing to help in weeding the library collection. During a conversation with the Faculty Library Liaison of the Biological Sciences department, it was decided that that department's faculty would assist with the selection of titles to be weeded from the collection. The Collection Development Librarian and Acting University Librarian met to decide on the criteria for what should be weeded. It was decided that books that are copyrighted pre-1980 and that have not circulated since 1996 would be ideal candidates for weeding. This criteria was used to create an excel spreadsheet of these books in the Biological Sciences. Faculty was asked to mark which titles should be weeded from the collection. The marked spreadsheet would be returned to the library and the physical process of removal from the shelves and catalog would begin. This is a pilot project that we hope will be successful and that can be duplicated with other departments on campus. Having an up to date and relevant book collection benefits students and faculty.

B) Library's Strategic Plan Goal: To improve services and efficiency to support learning, teaching and research (supports Goal 2 of the University's Strategic Plan)

2) SMART Objective:

Study room reservation system (created as part of 2012-2013 Assessment Plan) analyzed and revised

- **Data Results**
 - Library circulation staff met to give feedback on reservation system
- **Actions Taken Based on Data Collected**
 - No revisions of system were suggested
 - Student survey of system will be created for Fall 2014 semester

e) *Responsible Individual:* Circulation Department supervisor and circulation staff, Acting University Librarian, student users of study room reservation system

f) *Measures:* 100% of library circulation staff and 25% of students using the study room reservation system will give feedback on the system and system can be revised, if needed

- g) *Timeline with milestones:* The study room reservation system will be in place September 2013 for fall semester; January 2014 circulation department supervisor and circulation staff will meet with University Librarian to discuss their feedback on the system and ideas for improvement; by March 2014 Circulation Department supervisor and staff will create a survey for students using the study rooms to get their feedback on the reservation system; by June 2014 at least 25% of the students who have used the study rooms will have responded to the survey
- h) *Implementation plan for this objective:* As part of the 2012-2013 Library Assessment Plan, a library study room reservation system was created and implemented. During this assessment cycle, we will now collect the feedback, of both students and library staff, and make revisions to the system if necessary

C) Library's Strategic Plan Goal: To enhance learning and critical thinking through information literacy (supports Goals 1, 2 & 9 of the University's Strategic Plan)

3) SMART Objective:

Create a plan to update online library information literacy tutorials

- **Data Results**
 - N/A
- **Actions Taken Based on Data Collected**
 - Software was purchased and installed
 - Creation of plan will take place during next assessment cycle
- i) *Responsible Individual:* Information Literacy/Instruction Librarian, librarians and Acting University Librarian
- j) *Measures:* Plan will be created and ready to be put into effect by the end of the assessment period
- k) *Timeline with milestones:* Fall 2013 Discussions will take place between the Information Literacy/Instruction Librarian and the Acting University Librarian regarding the purchase of new software for the library's online information literacy tutorials; January 2014 the new software will have been purchased and installed; Spring 2014 Several librarian meetings will take place to discuss what tutorials are most needed and would be most used by the students; a tentative tutorial creation plan will be completed by June 2014
- l) *Implementation plan for this objective:* More and more students are turning to online learning resources and opportunities. Online library tutorials of the library's resources were created many years ago to supplement the information literacy classes taught by the librarians. These tutorials are still used by some T2K and GE classes and students. With the latest software, librarians can create more relevant and needed online library tutorials. Having a plan in place to begin to create new and improved tutorials is the first step in this process.

