

Dalton State College

Detailed Assessment Report

2015-2016 Library

As of: 11/02/2016 12:33 PM EDT

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

Mission / Purpose

The Derrell C. Roberts Library supports the mission of Dalton State College.

The Derrell C. Roberts Library supports the mission of Dalton State College by instructing a diverse student body, faculty, and staff in methods of accessing and evaluating library and learning resources that enhance the associate, certificate, and targeted baccalaureate level program curricula of the College. The Library acquires, organizes, and makes accessible collections of print and non-print resources in support of the programs of the College. The Library promotes the use of these resources by employing a qualified staff competent to provide bibliographic instruction and to assist users in the areas of reference, information literacy, and circulation. Resources and services are made available to the local community to the extent that access by the Library's primary constituency – Dalton State College students, faculty, and staff – is not impaired. The Library actively participates in the instructional and community service processes of Dalton State College.

Goals

G 1: Collect and organize information resources

Collect and organize information resources to support the college curriculum, cooperative collection development, student learning, and scholarly pursuits of both students and faculty.

G 2: Provide access to information resources

Provide access to information resources using available and emerging technologies that support and enhance instruction, student achievement and learning, faculty scholarship, and information retrieval; and provide services from professional, qualified librarians and from staff who are committed to meeting the needs of students and faculty.

G 3: Provide instruction to students, faculty, and staff

Provide instruction to students, faculty, and staff by qualified librarians on how to locate, evaluate, compose, and cite information resources in all formats.

G 4: Provide quality services and resources

Roberts Library will provide quality services and resources to the students and the campus community.

G 5: Public Outreach

Roberts Library will engage the campus and broader community through cultural activities that address the needs and improve the quality of life of the campus and community, thereby advocating and promoting the Library and the college.

Connected Document

[Value of Library Services to the Public, 2012-2013](#)

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

Obj. 1: Maintain Library collection of resources

The Library acquires, organizes, and makes accessible collections of print and non-print resources in support of the programs of the College.

Relevant Associations:

Standard Associations

ACRL Standards for Libraries in Higher Education

1 Institutional Effectiveness: Libraries define, develop, and measure outcomes that contribute to institutional effectiveness and apply findings for purposes of continuous improvement.

5 Collections: Libraries provide access to collections sufficient in quality, depth, diversity, format, and currency to support the research and teaching mission of the institution.

SACSCOC 2012* Principles of Accreditation

3.3.1.3 academic and student support services

3.8.1 The institution provides facilities and learning/information resources that are appropriate to support its teaching, research, and service mission.

(Learning/information resources)

Institutional Mission Associations

1 Dalton State provides broad access to quality higher education for the population of Northwest Georgia, thereby enhancing the region's economic vitality and quality of life.

2 Dalton State offers targeted bachelor's degrees, a full range of associate's degrees and career certificate programs, and a wide variety of public service activities.

5 Dalton State provides excellence in a learning environment dedicated to serving a diverse student body, promoting high levels of student achievement, and providing a range of educational and student life opportunities and appropriate academic support services.

Related Measures

M 1: Number of purchases and donations added to collection

The number of new titles is determined by the monthly statistics of purchases and donations added to the collections. The Annual Report and the At-a-Glance chart will document the number of resources added.

Source of Evidence: Benchmarking

Target:

The Library Director and the librarians will select and submit a number of core titles from RCL for each 4-year degree program.

Finding (2015-2016) - Target: Partially Met

Due to budget constraints, librarians were not able to recommend titles from RCL for purchase for each 4-year degree program; however, subject-specific titles were added to the collection through donations. There were 950 volumes added to the library's collections (868 were donated) and 234 Government Document monographs. Materials were added in the following subject areas:

Psychology, History, Geography, Economics, Social Work, Political Science, Education, Music, Fine Arts, Language and Literature, Math and Computer Science, Public Health, Internal Medicine, Technology, Military Science, and Library Science.

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

Recommendation of Core Titles

Established in Cycle: 2015-2016

In FY17, librarians will recommend core titles in their assigned subject disciplines for each of the 4-year degree programs and ...

For full information, see the *Details of Action Plans* section of this report.

M 4: Number of electronic resources added

Current databases will be continuously evaluated based on the usage statistics. Possible new databases will be scheduled for trial periods. E-books will be purchased or leased, whichever is the most fiscally effective with limited funds. The Annual Report and the At-a-Glance chart will document the number of electronic resources added.

Source of Evidence: Benchmarking

Target:

At least one new database will be added and a target of 10% more e-books will be added to the collection.

Finding (2015-2016) - Target: Met

The Roberts Library subscribed to the Resources for College Libraries database. Through the GALILEO consortium, the EBSCO ebook Academic collection was added and contains 119,000 titles representing a broad range of subject areas.

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

Improving electronic resources

Established in Cycle: 2012-2013

Continue evaluating current database subscriptions and e-book holdings, scheduling trials of new products, and prioritizing purch...

Continue evaluating database subscriptions and e-book holdings

Established in Cycle: 2015-2016

In FY17, the library director will continue evaluating current database subscriptions and e-book holdings, scheduling trials of ...

For full information, see the *Details of Action Plans* section of this report.

Obj. 2: Quality of Library Instruction

The Library will provide quality library instruction for students and faculty.

Relevant Associations:

Standard Associations

ACRL Standards for Libraries in Higher Education

3 Educational Role: Libraries partner in the educational mission of the institution to develop and support information-literate learners who can discover, access, and use information effectively for academic success, research, and lifelong learning.

SACSCOC 2012* Principles of Accreditation

3.3.1.3 academic and student support services

3.8.2 The institution ensures that users have access to regular and timely instruction in the use of the library and other learning/information resources. (Instruction of library use)

Institutional Mission Associations

2 Dalton State offers targeted bachelor's degrees, a full range of associate's degrees and career certificate programs, and a wide variety of public service activities.

4 Dalton State selects, supports, and develops a talented, caring faculty and staff dedicated to scholarship and creating an open, cooperative, technologically enhanced learning environment.

5 Dalton State provides excellence in a learning environment dedicated to serving a diverse student body, promoting high levels of student achievement, and providing a range of educational and student life opportunities and appropriate academic support services.

Strategic Plan Associations

Dalton State College

3.1 Goal I: Renew excellence in undergraduate education to meet students' 21st century educational needs.

4.2 Dalton State will serve as the point of access to higher education and provide targeted academic support services for underserved populations in Northwest Georgia.

Related Measures

M 2: Improve quality of library instruction

The instruction librarians will redesign and continuously improve library instruction by applying classroom technologies and other instructional planning and tools.

Source of Evidence: Administrative measure - other

Target:

Increase use of active learning exercises and technologies within the library instruction program using tools such as iPads, iClicker, online surveys, videos, mobile devices, and web-based programs.

Finding (2015-2016) - Target: Met

The library instruction team incorporated a variety of technology and active learning strategies. iClickers were used during instructional sessions with two sections of FYES classes, and all FYES classes participated in a Library Scavenger Hunt which was updated during the spring 2016 semester. Librarians also created interactive exercises for several sections of ENG 1102. Videos were incorporated or added within course Libguides created by instructional librarians for Psychology, Social Work, Criminal Justice, Education, Biology and Chemistry. Online surveys to assess the quality of instructional sessions and the Embedded Librarian program are available in the Library Instruction LibGuide: http://libguides.daltonstate.edu/library_instruction Librarians also utilized services such as SurveyMonkey, PollEverywhere.com, Prezi, and infographics during classroom sessions to further engage students and enhance teaching practice. The instruction team sought to improve lectures through the use of chunking, active questioning and finding exercises. Additionally, they experimented with gamification in the classroom. They intend to develop a scaffolding approach that will target specific Dalton State courses to reach students at different levels and provide information appropriate to their

specific research needs.

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

Add library exercises, technologies, and new courses

Established in Cycle: 2013-2014

Add library exercises, technologies, and new courses based on feedback and requests from faculty for library instruction.

Librarians will record and create videos to be posted on the library's webpage.

Established in Cycle: 2015-2016

For all library workshops, librarians will record and create videos to be posted on the library's webpage and in course LibGuide...

Scaffolding Approach for Instruction

Established in Cycle: 2015-2016

In FY17, librarians will develop a scaffolding approach that will target specific Dalton State courses to reach students at diff...

For full information, see the *Details of Action Plans* section of this report.

M 7: FYES Library Instruction Exercises

During fall semester each year, the instruction librarians will administer exercises after completing the library instruction session(s) to measure if the learning objectives were met.

Source of Evidence: Administrative measure - other

Target:

Increase by 10% the use of active learning exercises and technologies in library instruction.

Finding (2015-2016) - Target: Met

Librarians utilized iClickers during instructional sessions with two sections of FYES classes, and six FYES classes participated in a Library Scavenger Hunt which was updated during the spring 2016 semester. The FYES program has undergone changes within the past two semester. Currently, most sections are subject-based topics rather than general FYES courses. As a result, the number of FYES sections that visit the library for an orientation session has decreased.

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

FYES Library Instruction Exercises

Established in Cycle: 2012-2013

The instruction librarians will continue to evaluate the effectiveness of library instruction in FYES with input from the Direct...

Increase number of FYES library instruction sessions

Established in Cycle: 2015-2016

Librarians will meet with FYES director to discuss opportunities for information literacy to be incorporated into FYES curriculu...

For full information, see the *Details of Action Plans* section of this report.

M 9: Embedded Librarian

The Embedded Librarian program was started in Fall 2013 based on positive reports from other colleges and universities. An embedded librarian can be enrolled in a course to provide handy research assistance to students, allowing faculty more time for teaching. Research has shown that an embedded librarian can improve retention rates and grades.

Source of Evidence: Administrative measure - other

Target:

Faculty and students will evaluate the program for fall and spring semesters and the results passed on to the Library Director.

Finding (2015-2016) - Target: Partially Met

Students in 3 sections of MNGT 4701 were surveyed in spring 2016. Respondents indicated that they strongly agreed (31.75%) or agreed (47.62%) that it was beneficial to have a librarian embedded in their course. Of the 63 participants, 68.25% stated that they had used a new database or website as a result of the library demonstrating the resource in class. Students also contacted the librarian outside of class to schedule research appointments or receive additional assistance (38.10%).

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

Embedded Librarian

Established in Cycle: 2012-2013

Continue the Embedded Librarian program. In addition to the student survey, conduct a faculty survey for all who participate an...

Additional evaluation

Established in Cycle: 2015-2016

During the fall 2016 and spring 2017 semesters, all embedded librarians will be required to administer evaluations for each cour...

For full information, see the *Details of Action Plans* section of this report.

Obj. 3: Collaborations with other entities

Roberts Library will collaborate and engage with other campus departments and other institutions in order to achieve its mission through the use of inclusive, participatory planning and meaningful assessment.

Relevant Associations:

Standard Associations

ACRL Standards for Libraries in Higher Education

9 External Relations: Libraries engage the campus and broader community through multiple strategies in order to advocate, educate, and promote their value.

Institutional Mission Associations

5 Dalton State provides excellence in a learning environment dedicated to serving a diverse student body, promoting high levels of student achievement, and providing a range of educational and student life opportunities and appropriate academic support services.

7 Dalton State continues to improve in all aspects of its operations through the use of inclusive, participatory planning and meaningful assessment.

Related Measures

M 3: Number of Collaborations

Roberts Library will collaborate with other campus departments and other institutions for services and programs. These collaborations are recorded in our annual report.

Source of Evidence: Administrative measure - other

Target:

Roberts Library will partner with at least three other departments or institutions on services and programs each year.

Finding (2015-2016) - Target: Met

During the 2015-16 year, the library collaborated with four different departments. Librarian Melissa Whitesell worked with Leslie Taylor, Director of the Writing Lab to offer a series of Academic Writing workshops. Library staff member Laurie Raper also worked with the theater department and created costumes for the fall and spring plays. The library offered several workshops for faculty professional development. Melissa Whitesell worked with the Office of Disability Support to continue developing ADA compliant materials for faculty and staff. Faculty materials were posted in GAView (D2L) and in the Disability Support as well as the Online Education LibGuides.

Lydia Knight and Melissa Whitesell served as the Affordable Learning Georgia Library coordinator. Working with Dr. Barbara Tucker (Communications Department), they encouraged faculty participation in the ALG initiative to create open education resources for students. Seven faculty members received ALG grants for the following courses: POLS 1101, PSYC 1101, MATH 2253, MATH 2254, and MATH 2255.

The Roberts Library also partnered with the Bandy Heritage Center and hosted two exhibits at the library. Additionally, through an agreement with the Georgia Public Library service, the Roberts Library offered a technology boot camp which allowed individuals to try out technology tools

Related Action Plans (by Established cycle, then alpha):**Collaborations with other entities**

Established in Cycle: 2012-2013

Continue current collaborations/partnerships and add new events or partnerships each year.

Increase Collaborations

Established in Cycle: 2015-2016

During each semester of FY17, the library will collaborate with at least 3 campus offices as well as community organizations for...

For full information, see the *Details of Action Plans* section of this report.

Obj. 4: Roberts Library events and programs

Schedule and conduct Library events and programs open to both the students and the public to promote library services and the college.

Relevant Associations:**Standard Associations*****ACRL Standards for Libraries in Higher Education***

6 Space: Libraries are the intellectual commons where users interact with ideas in both physical and virtual environments to expand learning and facilitate the creation of new knowledge.

9 External Relations: Libraries engage the campus and broader community through multiple strategies in order to advocate, educate, and promote their

value.

SACSCOC 2012* Principles of Accreditation

3.8.1 The institution provides facilities and learning/information resources that are appropriate to support its teaching, research, and service mission.
(Learning/information resources)

Institutional Mission Associations

6 Dalton State engages in public service through economic development and cultural activities that address the needs and improve the quality of life of the region.

Strategic Plan Associations

Dalton State College

1.4.1 Transform the culture of the College.

4.6 Dalton State will transform our campus culture to reflect our sense of community and institutional pride.

Related Measures

M 5: Number of events and programs

Roberts Library will host and/or sponsor a number of public educational and cultural events each year.

Source of Evidence: Administrative measure - other

Target:

Roberts Library will host at least three events each year.

Finding (2015-2016) - Target: Met

From May 18-July 21, 2015, the Derrell C. Roberts Library hosted Summer Reading Program. During this program, there were 5 book talks, 7 brown bag programs, a family movie night and a faculty/staff cooking contest held at the Dalton campus. The Gilmer campus also participated and hosted two brown bag programs and coordinated with "The Taste of Ellijay" festival. From June 24-September 30, the library hosted a Bandy Heritage center exhibit "Gateway to the South: Remembering the Dixie Highway". The Technology Boot Camp was sponsored by the library and Instructional Technology office from November 23-December 4, 2015. The library also sponsored two book talks during the spring 2016 semester featuring local authors, Janie Watts and Raymond Atkins. From March 21-April 13, 2016, the library hosted a Bandy Heritage center exhibit "Thread by Thread: Northwest Georgia's Tufted Textile Heritage". During exam weeks in the fall and spring semesters, the library planned "Stress Free" week activities for students including puzzles, games, free coffee and snacks.

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

Collaborations with other entities

Established in Cycle: 2012-2013

Continue current collaborations/partnerships and add new events or partnerships each year.

Public Events

Established in Cycle: 2012-2013

Continue planning and scheduling at least three new events each year.

Library will offer at least 6 programs and events throughout the 2016-17 year.

Established in Cycle: 2015-2016

Library will offer at least 6 programs and events throughout the 2016-17 year. These events will be open to the DSC campus and ...

For full information, see the *Details of Action Plans* section of this report.

M 6: Annual Book Festival

Roberts Library will schedule and host an annual book festival to engage the campus and broader community through cultural activities that improve the quality of life of the campus and community and promote local authors of the region.

Source of Evidence: Administrative measure - other

Target:

A book festival will be held each year in the spring.

Finding (2015-2016) - Target: Met

On March 23, 2016, the Roberts Library hosted the annual book festival. Author Ashley Callahan was the featured author. During the two sessions (at 12:15pm and 6:30pm), Ms. Callahan discussed her book, *Southern Tufts: The Regional Origins and National Craze for Chenille Fashion*. Audience members learned about the textile history of Northwest Georgia and several Dalton-based companies. After each session concluded, guests could have their copy of Ms. Callahan's book signed. Several items from the Bandy Heritage Center textile collection were displayed during the day.

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

Book Festival

Established in Cycle: 2012-2013

Partner with the Foundation for funding and scheduling a speaker for the Book Festival.

Book Festival format will be changed during 2016-17.

Established in Cycle: 2015-2016

Library will continue to host a book festival each year. The format will be changed to encourage a greater number of authors pa...

For full information, see the *Details of Action Plans* section of this report.

Obj. 5: Quality of services and resources

Roberts Library will continuously evaluate and improve the quality of its services and resources.

Relevant Associations:

Standard Associations

ACRL Standards for Libraries in Higher Education

1 Institutional Effectiveness: Libraries define, develop, and measure outcomes that contribute to institutional effectiveness and apply findings for purposes of continuous improvement.

7 Management/Administration: Libraries engage in continuous planning and assessment to inform resource allocation and to meet their mission effectively and efficiently.

SACSCOC 2012* Principles of Accreditation

3.8.1 The institution provides facilities and learning/information resources that are appropriate to support its teaching, research, and service mission.
(Learning/information resources)

Institutional Mission Associations

5 Dalton State provides excellence in a learning environment dedicated to serving a diverse student body, promoting high levels of student achievement, and providing a range of educational and student life opportunities and appropriate academic support services.

7 Dalton State continues to improve in all aspects of its operations through the use of inclusive, participatory planning and meaningful assessment.

Related Measures

M 8: Annual Student Survey

Roberts Library will conduct an annual student survey and the results will be collected, analyzed, and acted upon.

Source of Evidence: Administrative measure - other

Target:

An annual online student survey will be conducted with at least 200 responses from the students. A gift card will be offered to encourage participation.

Finding (2015-2016) - Target: Partially Met

During the spring 2016 semester, an online survey was conducted. There were 164 students, 16 faculty and 17 staff members that responded. An Amazon gift card was offered to encourage participation and an email blast was sent out to notify campus of the survey. When asked how inviting was the atmosphere in the library, 77.21% responded that it is great. Results for customer service (professional staff, accurate answers, timely response) were also positive with most respondents rating it as Always. Participants were either somewhat or very satisfied with library study rooms, computer workstations, and printer/copiers and library materials including the catalog, web page and GALILEO databases.

Some comments included requests for better lighting, more seating, study rooms, and better temperature control. Several mentioned that they would like a cafe in the library.

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

Add more study space

Established in Cycle: 2014-2015

In response to the student survey, add more study space on the second floor of the Library. Research multi-purpose furniture fo...

Increase Library Hours

Established in Cycle: 2014-2015

In response to suggestions from the student survey, Library hours will be increased. Overtime for staff will be requested. Ext...

Improve seating

Established in Cycle: 2015-2016

Library will rearrange shelving and/or cabinets to allow for increased number of tables and seating areas on the 1st and 2nd flo...

Library survey

Established in Cycle: 2015-2016

Library will publicize the annual survey using social media accounts, posters, email blasts and stall wall announcements to enco...

Temperature control

Established in Cycle: 2015-2016

Library Director will meet with the head of Plant Operations to discuss how

to better maintain stable temperature levels through...

For full information, see the *Details of Action Plans* section of this report.

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

Book Festival

Partner with the Foundation for funding and scheduling a speaker for the Book Festival.

Established in Cycle: 2012-2013

Implementation Status: In-Progress

Priority: High

Relationships (Measure | Outcome/Objective):

Measure: Annual Book Festival | **Outcome/Objective:** Roberts Library events and programs

Projected Completion Date: 06/2015

Responsible Person/Group: Library Director

Collaborations with other entities

Continue current collaborations/partnerships and add new events or partnerships each year.

Established in Cycle: 2012-2013

Implementation Status: In-Progress

Priority: High

Relationships (Measure | Outcome/Objective):

Measure: Number of Collaborations | **Outcome/Objective:** Collaborations with other entities

Measure: Number of events and programs | **Outcome/Objective:** Roberts Library events and programs

Projected Completion Date: 06/2015

Responsible Person/Group: Library Director

Embedded Librarian

Continue the Embedded Librarian program. In addition to the student survey, conduct a faculty survey for all who participate and use the results for improvements.

Established in Cycle: 2012-2013

Implementation Status: In-Progress

Priority: High

Relationships (Measure | Outcome/Objective):

Measure: Embedded Librarian | **Outcome/Objective:** Quality of Library Instruction

Projected Completion Date: 06/2015

Responsible Person/Group: Instruction Librarians

FYES Library Instruction Exercises

The instruction librarians will continue to evaluate the effectiveness of library instruction in FYES with input from the Director of FYES and FYES instructors.

Established in Cycle: 2012-2013

Implementation Status: In-Progress

Priority: High

Relationships (Measure | Outcome/Objective):

Measure: FYES Library Instruction Exercises | **Outcome/Objective:** Quality of Library Instruction

Projected Completion Date: 06/2015

Responsible Person/Group: Instruction Librarians

Improving electronic resources

Continue evaluating current database subscriptions and e-book holdings, scheduling trials of new products, and prioritizing purchases. Add at least one new database and 10% new e-book titles each year.

Established in Cycle: 2012-2013

Implementation Status: In-Progress

Priority: High

Relationships (Measure | Outcome/Objective):

Measure: Number of electronic resources added | **Outcome/Objective:** Maintain Library collection of resources

Projected Completion Date: 06/2015

Responsible Person/Group: Library Director

Public Events

Continue planning and scheduling at least three new events each year.

Established in Cycle: 2012-2013

Implementation Status: In-Progress

Priority: High

Relationships (Measure | Outcome/Objective):

Measure: Number of events and programs | **Outcome/Objective:** Roberts Library events and programs

Projected Completion Date: 06/2015

Responsible Person/Group: Library staff, Library Director

Add library exercises, technologies, and new courses

Add library exercises, technologies, and new courses based on feedback and requests from faculty for library instruction.

Established in Cycle: 2013-2014

Implementation Status: In-Progress

Priority: High

Relationships (Measure | Outcome/Objective):

Measure: Improve quality of library instruction | **Outcome/Objective:** Quality of Library Instruction

Implementation Description: Add library exercises, technologies, and new courses based on feedback and requests from faculty for library instruction.

Projected Completion Date: 06/2015

Responsible Person/Group: Instruction Librarians

Add more study space

In response to the student survey, add more study space on the second floor of the Library. Research multi-purpose furniture for solo and group study. Request funds and purchase if available. Check for more tables and chairs in the surplus furniture.

Established in Cycle: 2014-2015

Implementation Status: Planned

Priority: High

Relationships (Measure | Outcome/Objective):

Measure: Annual Student Survey | **Outcome/Objective:** Quality of services and resources

Implementation Description: Add more study space in the Library

Projected Completion Date: 06/2016

Responsible Person/Group: Library Director

Additional Resources: Funding for new furniture if available

Budget Amount Requested: \$0.00 (no request)

Conduct annual student survey

Each spring, a student survey will be conducted to evaluate the Library's resources and services.

Established in Cycle: 2014-2015

Implementation Status: Planned

Priority: High

Responsible Person/Group: Library Director and Librarians

Increase Library Hours

In response to suggestions from the student survey, Library hours will be increased. Overtime for staff will be requested. Extended hours will be piloted in Fall 2015 semester. Based on funding and the gate count, another trial may be attempted during Spring 2016 semester.

Established in Cycle: 2014-2015

Implementation Status: Planned

Priority: High

Relationships (Measure | Outcome/Objective):

Measure: Annual Student Survey | **Outcome/Objective:** Quality of services and resources

Implementation Description: Increase Library hours

Projected Completion Date: 06/2016

Responsible Person/Group: Library Director

Additional Resources: Approximately \$1,321 needed in overtime for Fall 2015

Budget Amount Requested: \$0.00 (no request)

Additional evaluation

During the fall 2016 and spring 2017 semesters, all embedded librarians will be required to administer evaluations for each course/section in which they are embedded.

Established in Cycle: 2015-2016

Implementation Status: Planned

Priority: High

Relationships (Measure | Outcome/Objective):

Measure: Embedded Librarian | **Outcome/Objective:** Quality of Library Instruction

Implementation Description: Additional evaluation of embedded librarian service

Responsible Person/Group: All embedded librarians

Book Festival format will be changed during 2016-17.

Library will continue to host a book festival each year. The format will be changed to encourage a greater number of authors participating.

Established in Cycle: 2015-2016

Implementation Status: Planned

Priority: High

Relationships (Measure | Outcome/Objective):

Measure: Annual Book Festival | **Outcome/Objective:** Roberts Library events and programs

Continue evaluating database subscriptions and e-book holdings

In FY17, the library director will continue evaluating current database subscriptions and e-book holdings, scheduling trials of new products, and prioritizing purchases. Add at least one new database and 10% new e-book titles each year.

Established in Cycle: 2015-2016

Implementation Status: Planned

Priority: High

Relationships (Measure | Outcome/Objective):

Measure: Number of electronic resources added | **Outcome/Objective:** Maintain Library collection of resources

Responsible Person/Group: Library Director

Improve seating

Library will rearrange shelving and/or cabinets to allow for increased number of tables and seating areas on the 1st and 2nd floor of the library.

When the Shaheen Geology collection is moved, the room will become a Media Lab with transitional seating arrangements as well as fixed workstations.

Established in Cycle: 2015-2016

Implementation Status: Planned

Priority: High

Relationships (Measure | Outcome/Objective):

Measure: Annual Student Survey | **Outcome/Objective:** Quality of services and resources

Implementation Description: Seating study

Responsible Person/Group: Library Director

Additional Resources: Additional tables and study carrels

Increase Collaborations

During each semester of FY17, the library will collaborate with at least 3 campus offices as well as community organizations for programs and events.

Established in Cycle: 2015-2016

Implementation Status: Planned

Priority: High

Relationships (Measure | Outcome/Objective):

Measure: Number of Collaborations | **Outcome/Objective:** Collaborations with other entities

Responsible Person/Group: All library staff

Increase number of FYES library instruction sessions

Librarians will meet with FYES director to discuss opportunities for information literacy to be incorporated into FYES curriculum and number of library instruction sessions to be increased during fall semesters.

Established in Cycle: 2015-2016

Implementation Status: Planned

Priority: High

Relationships (Measure | Outcome/Objective):

Measure: FYES Library Instruction Exercises | **Outcome/Objective:** Quality of Library Instruction

Responsible Person/Group: Amy Burger, Betsy Whitley, Melissa Whitesell

Librarians will record and create videos to be posted on the library's webpage.

For all library workshops, librarians will record and create videos to be posted on the library's webpage and in course LibGuides for the benefit of students enrolled in online and hybrid courses or at the Gilmer campus.

Established in Cycle: 2015-2016

Implementation Status: Planned

Priority: High

Relationships (Measure | Outcome/Objective):

Measure: Improve quality of library instruction | **Outcome/Objective:** Quality of Library Instruction

Library survey

Library will publicize the annual survey using social media accounts, posters, email blasts and stall wall announcements to encourage greater participation.

Established in Cycle: 2015-2016

Implementation Status: Planned

Priority: High

Relationships (Measure | Outcome/Objective):

Measure: Annual Student Survey | **Outcome/Objective:** Quality of services and resources

Implementation Description: Increased participation in annual survey

Responsible Person/Group: Library Director, instructional librarians, library circulation staff

Library will offer at least 6 programs and events throughout the 2016-17 year.

Library will offer at least 6 programs and events throughout the 2016-17 year. These events will be open to the DSC campus and the community.

Established in Cycle: 2015-2016

Implementation Status: Planned

Priority: High

Relationships (Measure | Outcome/Objective):

Measure: Number of events and programs | **Outcome/Objective:** Roberts Library events and programs

Recommendation of Core Titles

In FY17, librarians will recommend core titles in their assigned subject disciplines for each of the 4-year degree programs and as funding is available, titles will be purchased.

Established in Cycle: 2015-2016

Implementation Status: Planned

Priority: High

Relationships (Measure | Outcome/Objective):

Measure: Number of purchases and donations added to collection |
Outcome/Objective: Maintain Library collection of resources

Implementation Description: Librarians will recommend core titles in their assigned subject disciplines

Responsible Person/Group: All librarians

Scaffolding Approach for Instruction

In FY17, librarians will develop a scaffolding approach that will target specific Dalton State courses to reach students at different levels and provide information appropriate to their specific research needs

Established in Cycle: 2015-2016

Implementation Status: Planned

Priority: High

Relationships (Measure | Outcome/Objective):

Measure: Improve quality of library instruction | **Outcome/Objective:** Quality of Library Instruction

Temperature control

Library Director will meet with the head of Plant Operations to discuss how to better maintain stable temperature levels throughout the building as well as humidity control.

Established in Cycle: 2015-2016

Implementation Status: Planned

Priority: High

Relationships (Measure | Outcome/Objective):

Measure: Annual Student Survey | **Outcome/Objective:** Quality of services and resources

Implementation Description: Temperature/Humidity control study

Responsible Person/Group: Library Director

Analysis Questions and Analysis Answers

What strengths and weaknesses did your assessment results show? In addition, please describe 2 to 3 significant improvements or continuous improvement measures you'll put in place as a result of your assessment findings.

In response to comments on the 2015-16 library survey, operating hours were extended during the spring 2016 semester and 3,451 students visited the library between the hours of 8-10pm. Microfilm cabinets were moved to make room for additional seating on the 1st floor and a total of 40 seats were added on both floors of the library. New LED lighting was installed to brighten areas in the Lounge, Learning Commons and lobby. Banner signs were purchased to provide clear directions to service areas and classrooms. A new Media Lab provides a transitional space that may be used for classes, practicing or recording speeches and interviews, or as a study area.

Collection development has suffered as a result of budgetary constraints. The library decreased the number of print journal subscriptions from 290 titles in 2008 to 74 titles in FY17. In FY16, 2000 print books were added to the collection but of these, only 168 were purchased by the library. There were 950 items added to the library collection in FY16, but 868 were donated. Three database subscriptions were cancelled as well. Based on an analysis of the collection conducted in 2014, the library has only 15% of the core titles recommended by the Association of College Libraries in our Carnegie classification. In FY17, the library director will conduct an analysis of the collection and determine critical areas for purchase. The director will study the 2016-17 budget to determine possible shifts in line items to allow the purchase of more materials as well as explore outside opportunities for funding. The director will continue evaluating current database subscriptions, e-book holdings, scheduling trials of new products, and prioritizing purchases with a goal of adding at least one new database and 10% new e-book titles each year.

Evaluation of the library instruction program revealed a drop in the number of sessions for FYES classes and a general lack of assessment data. During FY17, using an outcomes-assessment model, instruction librarians will develop a scaffolding approach that will target specific Dalton State courses to reach students at different levels and provide information appropriate to their specific research needs. Librarians will write learning objectives and outcomes for courses and utilize the appropriate assessment method for the class. Librarians will meet with FYES director to discuss opportunities for information literacy to be incorporated into FYES curriculum. During the fall 2016 and spring 2017 semesters, all embedded librarians will be required to administer evaluations for each course/section in which they are embedded.

While the library programming is satisfactory, there is still room for improvement and increased student engagement. To that end, the library will offer at least 6 programs and events throughout the 2016-17 year. These events will increase the number of collaborations between campus offices and community organizations. Among events planned for FY17 are book talks, library open house during Week of Welcome, Murder Mystery event, Stress-Free exam week, and the library book festival. The format of the book festival will be changed to increase the number of authors participating.

Annual Report Section Responses

Section A: School & Administrative Department Profile and Productivity

Section A: Department Productivity and Profile

Overview of Services and Resources

Library Hours & Gate Count

During the spring semester, the library extended its hours and stayed open until 10pm. Between January and April, 3,451 students visited the library between the hours of 8pm and 10pm. As a result, the library will be open until 10pm during fall and spring semesters in the future. The library is open a total of 73.5 hours per week. The gate count in FY16 was 181,167, which is an increase of 8% from the previous year.

Library Collections

Librarian Lee Ann Cline cataloged 950 items to be added to the library's collection during FY16. Of this number, 868 were donated. The total number of volumes held within all collections is 144,174.

The number of serial print subscriptions is 232, with 168 of these being Government Document items.

The number of searches in the GALILEO databases was 458,351, an increase of 74% from FY16.

There were 150,990 hits on the library's LibGuides, an increase of 36% from the previous year. Librarian Barbara Jones cataloged 4,483 electronic Government documents and processed and cataloged 234 monographs.

Library Instruction and Reference

Librarians Amy Burger, Betsy Whitley and Melissa Whitesell met with a total of 147 classes and offered 46 workshops. They also scheduled 175 research appointments with students with each appointment lasting approximately 30 minutes. During fall 2015,

Melissa served as Embedded Librarian in 7 courses.

In spring 2016, Melissa served as Embedded Librarian in 5 courses. In fall 2016, Betsy Whitley served as Embedded Librarian in two courses and Melissa Whitesell served in two courses. All the librarians worked at the Reference desk during FY16 and answered 1,182 research questions.

Interlibrary Loan/GIL Express

Librarian Barbara Jones processed requests and shipped 758 items for interlibrary loan requests and 751 items for GIL Express requests.

Circulation Services

Staff members Laurie Raper, Diane Bearden, Rodney Bailey, and Laura Tolliver checked out 10,456 items to students, staff and faculty during FY16. There were 1,118 reserve items and 1,661 laptops checked out. Staff at this desk also answered 1,893 questions. Additionally, they handled reservations for 446 sessions in the Presentation Lab.

Library Facilities

In response to our annual library survey, the microfilm cabinets were moved to make room for additional seating on the 1st floor (see attachment: Furniture and classroom inventory). Carpets were cleaned and new LED lighting was installed to brighten areas in the Lounge, Leaning Commons and seating areas near the front desk.

Banner signs were purchased to provide clear direction to service areas. Reference Desk is now "Research Help". The front desk will be called "Circulation Services". We are removing the word "wireless" for classroom 113 and the Lounge area since all of campus has wireless access now.

The Shaheen Geology collection has been moved to the Peoples building. This room will now be the library's Media Lab. The library was able to obtain furniture from Residential Life (at no cost) and now has an additional 25 seats available in this room. Students, staff and faculty can use this transitional space for classes, tutoring sessions, recording presentations and interviews, as well as video editing.

ALMA Migration

The library is in the process of migrating to a new catalog system. The vendor is the ExLibris company. Staff functionality will be via ALMA service and the students, faculty and staff will search for materials via Primo service. Each USG library has an implementation teams that work with the ExLibris team to prepare for the migration. Melissa Whitesell, Lee Ann Cline are institutional leads and Amy Burger is chairing the PRIMO/Discovery committee for the USG team. Lee Ann and Melissa were required to complete a 6 week project management course as part of this process. Amy, Lee Ann and Melissa completed a certification process in July. A spreadsheet of 47 different reports for data clean-up was provided to each library. Between January and August 2016, library staff completing required and recommended clean-up tasks. In June 2016, the institutional leads began bi-weekly webinars for the project. On August 18, 2016, our migration report was submitted. We must submit a configuration report on September 27, 2016. The testing phase will begin October 15, 2016 and training will take place during the first months of 2017. As part of this effort, the library is changing policies regarding loan length.

Programs and Events

Summer Reading Program (May 18-July 21, 2015)

The theme for the Summer Reading Program was “A Taste of Summer”. At the Dalton campus, the library hosted 5 book talks, 7 brown bag programs, a family movie night, and a faculty/staff cooking contest. At the Ellijay campus, the staff hosted two brown bag programs and coordinated events with the “Taste of Ellijay” festival.

Gateway to the South: Remembering the Dixie Highway exhibit (June 24, 2015-September 30, 2015) – The library hosted a Bandy Heritage Center exhibit featuring the elements of Edwin L. Jackson’s collection of historic photographs and postcards exploring the Dixie highway and various establishments along the route.

Technology Boot Camp (November 23-December 4, 2015)

The Roberts Library and Instructional Technology jointly sponsored a tech boot camp which allowed users to stop by the library and try out various technology tools such as IP cam, 3D printer, Intel Compute stick, Chromebook. These items were loaned through an agreement with the Georgia Public Library service.

Book Talks

On February 24, the library hosted a book talk with Janie Watts. She read and signed copies of her newest novel, *Return to Taylor’s Crossing*. On April 21, Raymond Atkins read and signed copies of his newest book, *Sweetwater Blues*.

Book Festival

Ashley Callahan was the featured author for the annual book festival. She discussed her book *Southern Tufts: The Regional Origins and National Craze for Chenille Fashion*. The Bandy Heritage Center provided funding for the speaker honorarium and items for a display.

Thread by Thread: Northwest Georgia’s Tufted Textile Heritage exhibit (March 21-April 13, 2016)

The library hosted a Bandy Heritage Center exhibit featuring images from the Carpet and Rug Institute photographic collection.

Stress Free Exam Week (Spring 2016)

The library had puzzles, games, free coffee and snacks, and quiet study areas available for students to reduce stress during finals week.

ALG Initiative

The Interim Library Director, as Affordable Learning Georgia (ALG) Library Coordinator, partnered with Dr. Barbara Tucker, ALG faculty champion, to encourage faculty participation in the ALG initiative to create open education resources for the courses. Information from ALG was provided through emails to faculty. During the 2015-16 year, the following DSC faculty were awarded grants:

Name	Course	Grant Amount
Dr. Matt Hipps and Dr. Ken Ellinger	POLS 1101	\$10, 800

Dr. Alicia Briganti and Dr. John Gullede	PSYC 1101	\$10,800
Dr. Thomas Gonzalez, Dr. Michael Hilgemann, Dr. Jason Schmur	MATH 2253, MATH 2254, MATH 2255	\$15,400

Section B: Summary of Major School and Administrative Departmental Accomplishments, including Mission-Related Accomplishments

Section B: Summary of Major Departmental Accomplishments

Dalton State & USG Committees

Diane Bearden

- Library representative for DSC Staff Council

Amy Burger

- 2016-17 Chair, GIL OPAC/Discovery committee (USG ALMA Implementation project)
- 2016 GUGM planning committee

Lee Ann Cline

- Campus Building Monitor
- GIL OPAC/Discovery committee (USG)
- G3 Institutional Lead (USG)
- Faculty senator
- GIL OPAC/Discovery committee (USG ALMA Implementation project)
- Institutional Lead (USG ALMA Implementation project)

Barbara Jones

- Adult Learning committee
- Military Outreach committee
- Asian New Year celebration planning committee
- Faculty & Staff International club
- Campus Cat committee
- Campus Building Monitor

Laurie Raper

- DSC play selection committee

Melissa Whitesell

- DSC Strategic Plan committee
- DSC Accessibility committee
- DSC First Year Advisory committee
- DSC Online Planning committee

Professional Service/Community Service/Other Services to College

Rodney Bailey

- Participated in Walk Georgia fitness program at campus
- Responsible for plan to collect and plant American chestnuts from the first crop of "legacy" trees donated to the college by the American Chestnut Foundation.

Amy Burger

- Attended opening reception of Bandy fall exhibit, Deadly Skies
- Attended DSC fall and spring plays
- Attended Dalton Little Theater play, Sanders Family Christmas
- Attended Bandy Civil War lecture
- 2015 COMO raffle volunteer
- 2016 Dahlonga Literary Festival volunteer
- 2016 Christopher Churchill Foundation golf tournament volunteer

Lee Ann Cline

- Member of CERT (Community Emergency Response Team)
- Assistant Girl Scout troop leader (Chair, fall product and cookie project)
- Chaperone Chair and Vice President, Coahulla Creek High School band
- Nominating committee for church

Barbara Jones

- Member of CERT (Community Emergency Response Team) & attended 4 training sessions.
- Volunteer for Disaster Awareness Day, October 3, 2015

Laurie Raper

- Developed LibGuide for Play Development course
- Worked on props and costumes for DSC play "White Rose"
- Sewed 30 costumes for DSC play "Much Ado About Nothing"
- Performed role of Antonia in DSC play "Much Ado About Nothing"

Melissa Whitesell

- Readers to Leaders Book Blast volunteer – July 2015
- Visits to Dalton High School (Preparing for College presentation) – August 2015
- Readers to Leaders Lunch program volunteer – Summer 2015
- Member of CERT (Community Emergency Response Team)

Presentation/Publication

Barbara Jones

- ILL/GIL Express workshops – August 16, 2015 and January 25, 2016
- FYE Book Talk: The Other Wes Moore – September 23, 2015

Melissa Whitesell

- Affordable Learning to Support Student Access and Success (presentation at DSC Teaching and Learning Conference) – April 1, 2016
- "Accessibility for All: New Laws and Strategies for Diverse Learners" presentation at Georgia Conference on Information Literacy, Savannah, Georgia – September 26, 2015
- Preparing Undergraduate Students for the Major Field Test in Business (article submitted to the Journal of Education in Business (in 2nd review)
- Affordable Learning Georgia grant – Learning Support English/Reading text
- Affordable Learning Georgia grant – Communication text

Professional Development

Diane Bearden

- ALMA training webinars – October 13-15, 2015
- Red Folder & Care groups training – August 28, 2015

Rodney Bailey

- ALMA training webinars – October 13-15, 2015
- Red Folder & Care groups training – August 28, 2015

Amy Burger

- Completed ALMA certification course (USG ALMA Implementation project)
- ALMA training webinars – October 13-15, 2015
- Red Folder & Care groups training – August 28, 2015

Lee Ann Cline

- Completed Project Management course (USG ALMA Implementation project)
- Completed ALMA certification course (USG ALMA Implementation project)
- ALMA training webinars – October 13-15, 2015
- Red Folder & Care groups training – August 28, 2015

Barbara Jones

- FDLP: Voting by the Numbers webinar – March 31, 2016
- OCLC: Next Steps for Worldcat and FirstSearch – March 30, 2016
- GALILEO: EBSCO EBooks webinar – February 2, 2016
- Georgia Depository Libraries annual meeting – December 17, 2015
- Federal Depository Libraries Conference – October 19-21, 2015
- DSC Video Storage and Editing workshop – October 16, 2015
- P-card training – October 13, 2015
- COMO conference – October 7-10, 2015
- ALMA training webinars – October 13-15, 2015
- FDLP: Documents to the Children webinar – September 22, 2015
- DSC online printing training – August 24, 2015
- Red Folder & Care groups training – August 28, 2015
- Chattanooga Area Library Association meetings - July 16, 2015 and March 10, 2015

Laurie Raper

- ALMA training webinars – October 13-15, 2015
- Red Folder & Care groups training – August 28, 2015

Laura Tolliver

- ALMA training webinars – October 13-15, 2015
- Red Folder & Care groups training – August 28, 2015

Melissa Whitesell

- ALMA certification course – December 2016
- ALMA project management course – August 2016
- Social Media, Accessibility and Disability Inclusion (ADA National Network webinar) – November 19, 2015
- ALMA training webinars – October 13-15, 2015
- COMO Conference – October 7-9, 2015
- How Do I Know if My PDF is Accessible? (ADA National Network webinar –

September 17, 2015

- Red Folder & Care groups training – August 28, 2015

Betsy Whitley

- ALMA training webinars – October 13-15, 2015
- Red Folder & Care groups training – August 28, 2015

Memberships and Offices

Amy Burger

- 2016 Young Professionals of Northwest Georgia
- 2015 COMO planning committee (Georgia Library Association)
- 2016 COMO planning committee (Georgia Library Association)
- 2016 PR co-chair for COMO (Georgia Library Association)
- 2016-17 Vice Chair, North Georgia Area Libraries

Lee Ann Cline

- Girl Scouts of America

Barbara Jones

- Georgia Library Association
- Chattanooga Area Library Association

Melissa Whitesell

- American Library Association
- Association of College and Research Libraries
- LIRT (Library Instruction Round Table)
- Georgia Library Association
- Chattanooga Area Library Association
- Beta Phi Mu
- Indiana University Alumni Association

Section C: Annual Progress in School and Administrative Department Strategic Planning

Section C: Annual Strategic Plan Progress Report 2015-16

Goal: Collect, organize, and provide access to information resources

Strategy: Seek and steward resources

Measure: The Library Director and the librarians will select and submit a number of core titles from RCL for each 4-year degree program. At least one new database will be added and a target of 10% more e-books will be added to the collection.

Objective: Maintain Library collection of resources

Metric/Accountability Measure: Number of purchases and donations added to the collection

Findings/Progress Report

Due to budget constraints, librarians were not able to recommend titles from RCL for purchase for each 4-year degree program; however, subject-specific titles were added to the collection through donations. There were 950 volumes added to the library's collections (868 were donated) and 234 Government Document monographs. Materials were added in the following subject areas: Psychology, History, Geography, Economics, Social Work, Political Science, Education, Music, Fine Arts, Language and Literature, Math and Computer Science, Public Health, Internal Medicine, Technology, Military Science, and Library Science.

The Roberts Library subscribed to the Resources for College Libraries database. Through the GALILEO consortium, the EBSCO ebook Academic collection was added and contains 119,000 titles representing a broad range of subject areas.

Conclusion - Partially Met Target

Continuous Improvement Summary:

Unit Performance - Partially Met Target

Goal Attainment - Partially Met Target

Effect for Next Planning Reporting Period

Based on an analysis of the library conducted in 2014, we had only 15% of the core titles recommended by the Association of College Libraries for our Carnegie classification. In 2014-15 we were only able to purchase 168 books, though we were able to add 1,832 due to a large donation. In 2015-16, the library was only able to add 980 items and 868 of these were donated. The Library Director will conduct an analysis of the collection and determine critical areas for purchase. The Director will study the 2016-17 budget to determine possible shifts in line items to allow the purchase of more materials as well as explore outside opportunities for funding. Librarians will create lists of recommended titles using sources such as *RCL*, *Choice*, and *Library Journal*.

Benefits to Organization/Contribution to College Mission:

Roberts Library will continuously evaluate and improve the quality of its services and resources.

Section C: Annual Strategic Plan Progress Report 2015-16

Goal: Roberts Library will engage the campus and broader community through cultural activities that address the needs and improve the quality of life of the campus and community, thereby advocating and promoting the Library and the college.

Strategy: Increase partnerships with other departments or institutions

Measure: Roberts Library will partner with at least three other departments or institutions on services and programs each year.

Objective: Provide increased student support services, program offerings, and resources

Findings/Progress Report:

During the 2015-16 year, the library collaborated with four different departments. Librarian Melissa Whitesell worked with Leslie Taylor, Director of the Writing Lab to offer a series of Academic Writing workshops. Library staff member Laurie Raper also worked with the theater department and created costumes for the fall and spring plays. The library offered several workshops for faculty professional development. Melissa Whitesell worked with the Office of Disability Support to continue developing ADA compliant materials for faculty and staff. Faculty materials were posted in GAView (D2L) and in the Disability Support as well as the Online Education LibGuides.

Lydia Knight and Melissa Whitesell served as the Affordable Learning Georgia Library coordinator. Working with Dr. Barbara Tucker (Communications Department), they encouraged faculty participation in the ALG initiative to create open education resources for students. Seven faculty members received ALG grants for the following courses: POLS 1101, PSYC 1101, MATH 2253, MATH 2254, and MATH 2255.

The Roberts Library also partnered with the Bandy Heritage Center and hosted two exhibits at the library. Additionally, through an agreement with the Georgia Public Library service, the Roberts Library offered a technology boot camp which allowed individuals to try out technology tools.

Conclusion - Met Target

Continuous Improvement Summary:

Unit Performance - Met Target

Goal Attainment - Met Target

Effect for Next Planning Reporting Period – Continue to explore possible collaborations with campus departments and other institutions

Benefits to Organization/Contribution to College Mission: Provided increased student support services, program offering and resources.

Section C: Annual Strategic Plan Progress Report 2015-16

Goal: Provide instruction to students, faculty, and staff by qualified librarians on how to locate, evaluate, compose, and cite information resources in all formats.

Strategy: The instruction librarians will redesign and continuously improve library instruction by applying classroom technologies and other instructional planning and tools.

Measure: Increase use of active learning exercises and technologies by 10% within the library instruction program using tools such as iPads, iClicker, online surveys, videos, mobile devices, and web-based programs.

Findings/Progress Report: The library instruction team incorporated a variety of technology and active learning strategies. iClickers were used during instructional sessions with two sections of FYES classes, and all FYES classes participated in a Library Scavenger Hunt which was updated during the spring 2016 semester. Librarians also created interactive exercises for several sections of ENG 1102. Videos were incorporated or added within course Libguides created by instructional librarians for Psychology, Social Work, Criminal Justice, Education, Biology and Chemistry. Online surveys to assess the quality of instructional sessions and the Embedded Librarian program are available in the Library Instruction LibGuide: http://libguides.daltonstate.edu/library_instruction Librarians also utilized services such as SurveyMonkey, PollEverywhere.com, Prezi, and infographics during classroom sessions to further engage students and enhance teaching practice. The instruction team sought to improve lectures through the use of chunking, active questioning and finding exercises. Additionally, they experimented with gamification in the classroom. They intend to develop a scaffolding approach that will target specific Dalton State courses to reach students at different levels and provide information appropriate to their specific research needs.

Conclusion - Met Target

Continuous Improvement Summary:

Unit Performance - Met Target

Goal Attainment - Met Target

Effect for Next Planning Reporting Period – Students and faculty will be surveyed to determine effectiveness of these learning strategies.

Benefits to Organization/Contribution to College Mission: Provided increased student support service

Section D: Annual Progress in School and Administrative Department Assessment

Section D: Annual Progress in School and Administrative Department Assessment

NOTE: Please view the **Roberts Library 2015-2016** assessment reports in Weave.

List of areas with completed Weave assessments:

- Number of purchases and donations added to collection
- Improve quality of library instruction

- Number of Collaborations
- Number of electronic resources added
- Number of events and programs
- Annual Book Festival
- FYES Library Instruction Exercises
- Annual Student Survey
- Embedded Librarian

Section E: Community/Public Service Assessment

Section E: Community/Public Service Assessment

Unit: Academic Affairs

Roberts Library

1. Number and percent of your staff engaged in community/public service and volunteer activities: **6 (67%)**

2. Of the number of your staff engaged in community/public service activities, how many were involved in contributing to the following community/public service goals of the College:
 - a. Promoted economic development by participating in regional economic development activities: **0**
 - b. Engaged in community-based school or adult education/literacy outreach and service efforts, including serving as presenters, tutors, and judges and participating in other classroom-based instructional activities (guest lectures): **2**
 - c. Provided cultural enrichment for the community by participating in campus-based public performing arts, cultural activities, historical exhibitions, and public lectures (e.g., organizing, attending, assisting, performing, or presenting): **9**
 - d. Strengthened community partnerships by volunteering in a broad range of community organizations and programs (*non-instructional*):
 1. Adult Education/Literacy (e.g., grant writing, fundraising, membership on boards): **1**
 2. Arts and Culture (e.g., Creative Arts Guild, Dalton Little Theatre, Dalton-Whitfield Community Band): **0**
 3. Community Service, Civic, Health, and Public Welfare Organizations (e.g., Green House, Kiwanis Club, Rotary, Habitat for Humanity, River Clean-up, Boys and Girls Club, Whitfield Juvenile Court): **4**
 4. Schools (*non-instructional*, e.g., chaperoning, coaching, serving on PTA, fundraising, serving on advisory boards or committees): **1**

5. Engaged in *community-based* research resulting in presentations or publications (including publications/presentations resulting from staff/student research collaboration): 1
3. If your staff or unit participated in regional economic development activities, please briefly describe these activities:

None

4. If your staff engaged in community-based school or adult education/literacy outreach and service efforts, including serving as presenters, tutors, and judges and participating in other classroom-based *instructional* activities, please briefly describe these activities:

Presentations (# of presentations): 1

Melissa Whitesell presented "Accessibility for All: New Laws and Strategies for Diverse Learners at the Georgia Conference on Information Literacy in Savannah, Georgia

Tutoring (# of tutoring activities): 0

Judging (e.g., literary/essay competitions, performing arts) (# of activities): 0

Other classroom-based activities (# of activities): 5

Melissa Whitesell met with 5 classes of students at Dalton High School to and presented "Preparing for College" August 2015.

Adult Education/Literacy activities (*educational*, e.g., tutoring) (# of activities): 9

All library staff participated in the planning, advertising, and displays for the 2015 Summer Reading program (see attachment) as well as the annual Book Festival.

5. If your staff engaged in or contributed to performing arts, cultural activities, historical exhibitions, and public lectures, please list the number of activities and briefly describe programs provided for the public:

Performing arts (# of events): 8

Amy Burger – attended fall and spring DSC plays and volunteered at Dahlonega Literary Festival. Lee Ann Cline served as chaperone chair and vice president for the Coahulla Creek High School band. Laurie Raper developed a LibGuide for the Play Development course; worked on props and costumes for the DSC plays "White Rose" and "Much Ado About Nothing" and performed the role of Antonia in the DSC play "Much Ado About Nothing".

Cultural activities (# of events): 17

The library hosted 5 book talks, 7 brown bag programs, a family movie night, and a faculty/staff cooking contest as part of the Summer Reading program. During the

spring semester, the library hosted two book talks. Janie Watts Sparato discussed her new book *Return to Taylor's Ridge* on February 24, 2016 and Raymond Atkins discussed his newest book, *Sweetwater Blues*, on April 21, 2016. The annual Book Festival was held on March 23, 2016 and featured author Ashley Callahan. She discussed her book, *Southern Tufts: The Regional Origins and National Craze for Chenille Fashion*.

Historical exhibitions (# of exhibitions): 4

Amy Burger and Melissa Whitesell attended opening reception of Bandy fall exhibit, *Deadly Skies*. Melissa Whitesell attended the opening reception of Bandy exhibit *Thread by Thread*.

The library also featured Bandy exhibits: "Gateway to the South: Remembering the Dixie Highway" (June 24, 2015-September 30, 2015 and "Thread by Thread" Northwest Georgia's Tufted Textile Heritage" (March 21, 2016-April 13, 2016)

Public lectures (# of public lectures): 1

Amy Burger also attended a Bandy Center Civil War lecture.

6. If your staff volunteered in a broad range of community organizations, programs, and activities, please provide a number of volunteer activities and brief descriptions:

Volunteerism (# of volunteer activities): 5

Lee Ann Cline, Barbara Jones, and Melissa Whitesell serve as members of the Whitfield County Community Emergency Response Team (CERT). Barbara Jones has also taken 4 additional courses for CERT and volunteered for Disaster Awareness Day (October 3, 2015). Melissa Whitesell volunteered for the Readers to Leaders Book Blast (July 2015) and the Readers to Leaders lunch program (Summer 2015).

7. Please describe or list any alternative community-service programs sponsored and organized by *your* unit or department outside the classroom to students in your school/department (e.g., Alternative Spring Break, Alternative Fall Break, Box-a-Thon):

Alternative services (# of community-service programs *sponsored/organized* by your unit): 0

8. How many local community organizations/agencies did your unit partner with to meet community needs? 1
9. If your unit partnered with any local community organizations/agencies, please provide a list of partners and briefly describe partnership activities and reciprocal relationships and how they met community needs. Attach a completed partnership agreement, if available.

Whitfield County Community Emergency Response Team (CERT). This program is designed to provide citizens with basic information about what to do immediately following a disaster or emergency. CERT teaches you how to take care of yourself, your family, and neighbors. After completing the course you can choose to volunteer with CERT to assist local public safety when a disaster occurs.

10. List any other training agreements with employers, organizations, training entities, and/or associations: No additional agreements
11. For purposes of documentation and accountability, please provide a list of the sources of evidence for your community and public service activities and programs:

See attachment: Programs and Events 2015-16

12. To assist with our continuous improvement efforts, do you have any suggestions on how the institution can improve and maintain the effectiveness of its community/public service activities and programs? Based on the results of your reporting for the year, are there any action plan activities that would help improve any aspect of the institution's community/public service programs?

We will place a bulletin board in the lobby of the library to publicize volunteer opportunities with various 501c3 organizations as well as various community events.

-

Section F: Overall School/Departmental Health and Plans for the Upcoming Year

Section F: Overall Health and Plans for the Upcoming Year

Since 2008, the library's total operating budget has decreased from \$229,000 to \$164,000 and two full-time positions were eliminated. In spite of budget cuts, the library staff strives to offer outstanding service and support to the student, staff and faculty of Dalton State College.

During the spring 2016 semester, the library extended hours and remained open until 10pm four nights a week. Each month, there are an average of **3600 visits to the library web page** and **98,508 uses of the library's LibGuides**.

In response to the reduced budget, the library has decreased the amount spent on print subscriptions for journals to \$13,361 (74 titles) for FY17. Through the GALILEO/GIL consortium, the library has the unique opportunity to subscribe to many databases that we would not be able to afford if we had to subscribe as an individual institution. However, each year the cost for the databases increase 3-5%, and in the past several years, we were faced with shortfalls and upgrade fees. The GALILEO/GIL subscriptions and services now comprise \$80,047.85 or 49% of our total budget.

In addition to the databases we subscribe through the GALILEO consortium, the library also subscribes to several others to support our various bachelor programs. This past year, the library subscribed to Accutrack software to help register student athletes and students that visit the library for study sessions. There will be a cost of \$740 per year for maintenance and upgrades of the software.

OCIS contracted with OCLC for the exproxy server which authenticates users for databases usage. The OCIS office paid for the service during the initial implementation, but now the library must pay ongoing fees which will be \$2788 per year.

The **library added 950 print books** to the collection. Of these, **only 174 were purchased by the library** due to limited funds. Based on an analysis of the collection conducted in 2014, we have only 15% of the core titles recommended by the Association of College Libraries for our Carnegie classification. While students are not using print materials to the extent they did in past, a recent Hewlett Packard study found that 57% of the students polled preferred print books to ebooks.

With the current budget of \$164,004, we must move funds from several line items to allow for these additional fees and subscriptions in FY2017. For Library Collections (line 843000), the budget is \$119,604. To cover the costs for necessary databases and materials, we:

- Eliminated travel (line 641000) and moved those funds to Library Collections (line 843000)
- Moved \$3000 from Supplies & Maintenance (line 714000) to Library Collections (line 843000)
- Moved \$1000 from Other Operating (line 727000) to Library Collections (line 843000)
- Canceled BOR Social Work Abstract database (\$2,358.54)

- Canceled BOR Mental Measurements database (\$2,370.54)
- Canceled CAS SciFinder database (\$3800)

By relocating the Shaheen Geology collection to the Peebles building, the library can create a new Media Lab. The purchase of equipment, installation, and wiring for this room will total approximately \$8,000.

On a more positive note, during the 2016-17 year, the library will:

- Host a Murder Mystery event as part of the Summer Reading program and during the fall semester.
- Host an all-day open house at the start of the fall and spring semesters
- Offer additional programming such as book talks, exhibits and displays by partnering with Dalton High School, the Creative Art Guild, and the Georgia Library Association
- Complete the migration of all records to the new ALMA library automation system
- Improve and replace outdated signage throughout the building
- Conduct focus groups with students, staff, and faculty to “Design Your Library”
- Expand our social media presence to engage students and encourage participation in library events