

Administrative Unit Assessment

Assessment period: 2022	Library Services
Library Services Goal 5: Develop and maintain partnerships with other support services including academic departments (e.g., CAS, Career Services, Human Resources) for partners to utilize library resources, services, and spaces.	
University Related Strategic Goal/Action Step: Goal 5 - Advance innovation in experiential teaching styles, methods of delivery, and research	
Objective: 1. Joint partnership with CELT and Implementation of the One Button Studio	
Time Frame:	Time Frame of Assessment The One Button Studio will be fully operational and available for booking by the start of Spring 2022 semester.
Achievement Target: (Required level of Achievement):	By mid-semester, room booking data will show the One Button Studio is being used regularly with at least 3 bookings per week on average.
Measurement Tool(s):	LibCal Spaces statistics
Data Collection Process: (Who will collect/where/when)	Assessment & Marketing Librarian will download and compile booking statistics
Findings & Status:	The One Button Studio was reserved an average of 3.9 times each week during the Spring 2022 semester. Most of these occurred during the second half of the semester. In March, library staff began intentionally referring patrons to the OBS for individual study because it was the only room with a minimum capacity of one. Source Documents One Button Studio Reservations Spring 2022 .pdf
Discussion of Results & Action Plan:	The library will continue to promote the use of the One Button Studio. Future assessment will focus on the use of the technology in the room. This will provide us feedback on if patrons are using the equipment and if it meets their needs.

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University Related Strategic Goal/Action Step: Goal 5 - Advance innovation in experiential teaching styles, methods of delivery, and research	
Objective: 1. Joint partnership with the Writer's Studio and the Implementation of their version of LibChat	
Time Frame:	Time Frame of Assessment Fall 2021
Achievement Target: (Required level of Achievement):	The Writer's Studio department in LibChat will be fully functional by the start of the Fall 2021 semester.
Measurement Tool(s):	LibChat statistics and transcripts
Data Collection Process: (Who will collect/where/when)	Assessment & Marketing Librarian will download LibChat statistics
Findings & Status:	The Writer's Studio received their first LibChat in July of 2021 and continued to respond to one or two chat requests each semester following. Source Documents Writers Studio LibChat FY22 .pdf
Discussion of Results & Action Plan:	The library will continue to provide support to the Writer's Studio in the use of LibChat. Additionally, the Library will seek out other departments who may benefit from offering live chat support to their users.

Library Services Goal 1: Identify and add/remove information resources and services to support instruction and research on-campus, at instructional sites, and online.	
University Related Strategic Goal/Action Step: Goal 5 - Advance innovation in experiential teaching styles, methods of delivery, and research	
Objective: 1. Reference Collection Weeding Project completion	
Time Frame:	Time Frame of Assessment Fall 2021
Achievement Target: (Required level of Achievement):	What is the specific level of achievement? How do you know you have been successful? Explicitly describe the desired level of achievement. (This might include the level of quality, efficiency, effectiveness, timeliness, accuracy, responsiveness, etc. to be reached). These targets should be <i>specific, measurable, verifiable achievable, relevant and time bound</i> . Decrease the size of the reference collection by 10%. Increase the percentage of the collection published since 2010.
Measurement Tool(s):	What tools (including existing data, research or assessment data, Banner Student Information, surveys, assessment instruments, reports, etc.) will you use, or you are currently using to assess or measure your success at reaching the goals and objectives you have outlined? Physical space measurement. Collection count comparison.
Data Collection Process: (Who will collect/where/when)	What process will be used to gather the information? (Who will collect/where/when) ARIS staff will measure the shelf space occupied by the reference collection. Assessment & Marketing Librarian will analyze collection data from the integrated library system.
Findings & Status:	Prior to the weeding project, the collection occupied approximately 800 shelf feet and it was reduced by approximately 100 shelf feet. This is a reduction of 12.5%. The achievement target was met. The percentage of the reference collection published since 2010 increased from 8.8% to 9.2%. Additionally, the percentage published since 2000 increased from 32.2% to 32.4%. Source Documents Reference Inventory .pdf
Discussion of Results & Action Plan:	An accurate, accessible up-to-date reference collection is necessary to support the instruction and research needs of students and faculty. Current collection development practice prioritizes electronic books that can be accessed off-campus. Reducing the physical size of the collection allows the library space to be repurposed for more relevant use. The library plans to make the collection more accessible and maximize the effectiveness of the space, this includes allowing the materials to circulate and relocating the collection, now reduced in size, to the Lower Level.

Library Services Goal 9: Develop and maintain partnerships to promote, provide and utilize library resources, services, and spaces for faculty/staff, students, and community users.	
University Related Strategic Goal/Action Step: Goal 3 - Build brand through community engagement and program development focused on career preparation and success	
Objective: 1. Collaborative partnerships with academic departments to develop student internships.	
Time Frame:	2021 – 2022 Academic Year
Achievement Target: (Required level of Achievement):	Develop at least one internship program for students in programs at Clayton State.
Measurement Tool(s):	Documentation of learning objectives and course completion
Data Collection Process: (Who will collect/where/when)	Intern supervisor will document learning objectives and student progress.
Findings & Status:	<p>The Electronic Resources and Services department developed an internship program for a student in the College of Information and Mathematical Sciences department at Clayton State. The Head of Electronic Resources and Services developed learning objectives that met the academic requirements for the student’s program. The intern successfully completed his internship and received course credit.</p> <p>Source Documents Learning objectives and program plan on file in Electronic Resources and Services department</p>
Discussion of Results & Action Plan:	The internship programs benefitted the library and the student interns. The CIMS intern was able to provide IT support that the library was lacking and, in addition to successfully fulfilling his course requirements, eventually transition to full-time employment in the library. By creating and fostering these partnerships with Clayton State academic departments and with external programs, the library is becoming recognized as a resource for developing students’ career preparation and success. This program will be used as a template for future internships within the Clayton State Library.