

## Administrative Area Learning Resource Center

2004-2005

GOAL 1. Implement and gain proficiency in using the Sirsi integrated library automation system at all TVCC campuses.

| Objective  | Assessment Criteria  | Responsibility   | Timeline  | TVCC Goal   |
|--|--|--|---|---|
| <p>Objective 1a: Meet periodically with campus librarians to discuss problems and changes needed in the system.</p> <p>Objective 1b: Complete inventory of books and related materials on each campus to maintain integrity of the database.</p> <p>Objective 1c: Implement successive modules as proficiency is gained in each one.</p> | <p>1a. Summaries of each meeting will be distributed after the meeting, outlining what was discussed and what actions will be taken to make needed changes.</p> <p>1b. Inventory will be taken during the second summer session at each campus.</p> <p>1c. Circulation and cataloging modules will continue to be utilized at each campus. Materials booking module, reserves module, and serials module will be implemented on each campus as deemed necessary.</p> | <p>Members of the LRC Staff are responsible for these goals.</p> <p>Athens LRC budget includes money in Service and Supplies for maintenance of Sirsi system and purchase of MARC records for added materials.</p> | <p>Goals will be accomplished by August 2005.</p> | <p>2. Expand intellectual, artistic, cultural, and personal enrichment opportunities and maintain extracurricular learning experiences for all students.</p> <p>4. Enhance educational and student services that impact student learning and contribute to effective performance in and positive adjustment to the environment of all students.</p> <p>9. Enhance the facilities and equipment of the institution to ensure that the appropriate physical environments are in place to support learning, teaching, and decision making.</p> |

| ✓ Results of Assessment | Describe Impact of Assessment Findings   |
|-------------------------|--|
| X Fully Attained        | Objective A: Campus librarians met regularly. Summaries were distributed after each meeting.<br>Objective B: Book inventories were completed on every campus in July 2005. |

|   |                    |   |
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| X | Partially Attained | Objective C: Circulation and cataloging modules continue to be used on every campus. Materials booking, reserves, and serials modules implemented on the Athens campus only at this time. |
|   | Not attained       |   |

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## GOAL 2. Maintain and improve quality of library collection

| Objective  | Assessment Criteria   | Responsibility   | Timeline  | TVCC Goal   |
|--|---|--|---|---|
| <p>Objective 2a: Evaluate print and nonprint materials.</p> <p>Objective 2b: Add video and DVD collection to automation system.</p> <p>Objective 2c: Purchase print and nonprint materials in areas found lacking.</p> <p>Objective 2d: Add materials to professional collection as needed and appropriate</p> <p>Objective 2e: Weed outdated and obsolete materials from collection</p> | <p>2a. Purchases will be made as budget allows, following LRC collection development policy.</p> <p>2b. Weeding procedures will follow LRC policy, using the CREW method.</p> | <p>Members of the LRC Staff are responsible for these goals.</p> <p>Athens LRC budget includes money in Service and Supplies for maintenance of Sirsi system and purchase of MARC records for added materials.</p> | <p>Goals will be accomplished by August 2005.</p> | <p>2. Expand intellectual, artistic, cultural, and personal enrichment opportunities and maintain extracurricular learning experiences for all students.</p> <p>4. Enhance educational and student services that impact student learning and contribute to effective performance in and positive adjustment to the environment of all students.</p> <p>9. Enhance the facilities and equipment of the institution to ensure that the appropriate physical environments are in place to support learning, teaching, and decision making.</p> |

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✓ **Results of Assessment**                      **Describe Impact of Assessment Findings**

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|---|--------------------|---|
| X | Fully Attained     | Objective A and C: Print and nonprint materials were purchased as needed and/or by recommendation of faculty members.   |
| X | Partially Attained | Objective B: Video and DVD collection from the Athens campus was added to the automation system.<br>Objective D: Requested materials were added to the professional collection. |
| X | Not attained       | Objective E: Very little weeding was done at any campus. Too many outdated materials remain in the collection.  |

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2004-2005

GOAL 3. Examine and evaluate library program and policies

| Objective   | Assessment Criteria  | Responsibility   | Timeline  | TVCC Goal   |
|---|--|--|---|---|
| <p>Objective 3a: Initiate strategic plan to evaluate LRC services.<br/>           Objective 3b: Monitor circulation and other statistics through Sirsi automation system.<br/>           Objective 3c: Evaluate policies and procedures to determine if changes are needed.<br/>           Objective 3d: Update LRC Manual as needed.</p> | <p>3a. Gather information from all campuses for strategic plan.<br/>           3b. Follow ACRL standards in determining quality of library program.<br/>           3c. Use information from LRC surveys to evaluate policies and needed changes.</p> | <p>Members of the LRC Staff are responsible for these goals.</p> <p>Athens LRC budget includes money in Service and Supplies for maintenance of Sirsi system and purchase of MARC records for added materials.</p> | <p>Goals will be accomplished by August 2005.</p> | <p>2. Expand intellectual, artistic, cultural, and personal enrichment opportunities and maintain extracurricular learning experiences for all students.<br/>           4. Enhance educational and student services that impact student learning and contribute to effective performance in and positive adjustment to the environment of all students.<br/>           9. Enhance the facilities and equipment of the institution to ensure that the appropriate physical environments are in place to support learning, teaching, and decision making.</p> |

✓ **Results of Assessment**                      **Describe Impact of Assessment Findings**

|   |                    |  |
|---|--------------------|--|
| X | Fully Attained     | Objective A: All campus librarians reported information as requested in the LRC Strategic Plan.<br>Objective B: Circulation statistics were obtained from the automation system.<br>Objective C: Policies and procedures were discussed at librarians' meetings and changed as needed. |
|   | Partially Attained |  |
| X | Not attained       | Objective D: Changes have not yet been made to the LRC Manual.   |

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GOAL 4. Participate in state and national library groups, as appropriate, to remain current in library activities.

| Objective  | Assessment Criteria  | Responsibility   | Timeline  | TVCC Goal   |
|--|--|--|---|---|
| <p>Objective 4a: Continue to participate in TexShare activities.</p> <p>Objective 4b: Continue membership and participation in library consortia, such as Forest Trails and Amigos.</p> <p>Objective 4c: Maintain membership in library organizations, such as TCCJCL and TLA.</p> | <p>4a. TexShare statistics will be gathered and reported.</p> <p>4b. Reports and surveys required by Amigos, state library, etc. will be submitted</p> | <p>Members of the LRC Staff are responsible for these goals.</p> <p>Athens LRC budget includes money in Service and Supplies for maintenance of Sirsi system and purchase of MARC records for added materials.</p> | <p>Goals will be accomplished by August 2005.</p> | <p>2. Expand intellectual, artistic, cultural, and personal enrichment opportunities and maintain extracurricular learning experiences for all students.</p> <p>4. Enhance educational and student services that impact student learning and contribute to effective performance in and positive adjustment to the environment of all students.</p> <p>9. Enhance the facilities and equipment of the institution to ensure that the appropriate physical environments are in place to support learning, teaching, and decision making.</p> |

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✓ **Results of Assessment**                      **Describe Impact of Assessment Findings**

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| X | Fully Attained     | Objective A: TexShare statistics and other surveys were reported as requested.<br>Objective B: Continued participation in Amigos and forest Trails.<br>Objective C: Membership in TCCJCL, TLA, and ALA continued. |
|   | Partially Attained |   |
|   | Not attained       |   |

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GOAL 5. Evaluate library facilities, atmosphere, and equipment

| Objective   | Assessment Criteria  | Responsibility   | Timeline  | TVCC Goal   |
|---|--|--|---|---|
| <p>Objective 5a: Continue to consider space problems at Terrell, Palestine, and Kaufman Health Science Center LRC's.</p> <p>Objective 5b: Update and repair computers as needed.</p> <p>Objective 5c: Maintain a positive atmosphere in the library, conducive to study and learning.</p> | <p>5a. Outdated computers will be replaced as budget is available.</p> <p>5b. Staff members will concentrate on providing customer service while continuing to follow library policies and procedures.</p> | <p>Members of the LRC Staff are responsible for these goals.</p> <p>Athens LRC budget includes money in Service and Supplies for maintenance of Sirsi system and purchase of MARC records for added materials.</p> | <p>Goals will be accomplished by August 2005.</p> | <p>2. Expand intellectual, artistic, cultural, and personal enrichment opportunities and maintain extracurricular learning experiences for all students.</p> <p>4. Enhance educational and student services that impact student learning and contribute to effective performance in and positive adjustment to the environment of all students.</p> <p>9. Enhance the facilities and equipment of the institution to ensure that the appropriate physical environments are in place to support learning, teaching, and decision making.</p> |

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✓ **Results of Assessment**                      **Describe Impact of Assessment Findings**

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|---|--------------------|---|
| X | Fully Attained     | Objective C: Staff members continually strive to provide assistance to patrons and follow policies and procedures for a positive environment.   |
| X | Partially Attained | Objective A: Space problems continue at Kaufman and Palestine. New LRC is under construction for Terrell campus.<br>Objective B: New computers were purchased and others repaired. Equipment is continually evaluated and replaced. |
|   | Not attained       |   |