

Mason Library Assessment Plan

Goals	Objectives	Activities	Measurement	Outcomes
1. Build a viable library collection	<ul style="list-style-type: none"> Evaluate <i>collections</i>* regularly 	<ul style="list-style-type: none"> Library faculty use <i>standard evaluation tools</i>** and practices to evaluate collection 	<ul style="list-style-type: none"> 5% of <i>collections</i>* evaluated annually in accordance with collection dev. policy; 20% evaluated on 4-year cycle Periodicals evaluated on 4-year cycle in accordance with collection dev. policy 	<ul style="list-style-type: none"> Collection is current Collection meets curricular needs Liaison connections with departments are strengthened
	<ul style="list-style-type: none"> Withdraw outdated materials Withdraw materials that no longer support the curriculum 	<ul style="list-style-type: none"> Library faculty use weeding criteria to withdraw outdated materials*** Library posts list on website of materials under consideration for withdrawal for review by interested parties 	<ul style="list-style-type: none"> 0.5-1% of the <i>collections</i>* weeded annually in accordance with collection development policy 	
	<ul style="list-style-type: none"> Acquire materials 	<ul style="list-style-type: none"> Tech Services uses “create list” function in Millennium to generate acquisitions data Acquisitions supervisor supplies fund allocation data Classroom faculty participate in collection development as demonstrated by requests submitted to library for purchase 	<ul style="list-style-type: none"> <i>Newly-acquired materials</i>**** by purchase date represent 4-5% (benchmark) of entire collection Each disciplinary area expends at least 75% of allocation averaged on 4-year cycle Number of items requested by classroom faculty represents at least 25% of total requests 	

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2. Facilitate access to resources	<ul style="list-style-type: none"> Review policies regularly 	<ul style="list-style-type: none"> Library departments examine policies every four years, or as major changes occur 	<ul style="list-style-type: none"> All policies will have a review date within a 4-year cycle 	<ul style="list-style-type: none"> Library evaluates and responds to patrons' needs
	<ul style="list-style-type: none"> Provide appropriate equipment 	<ul style="list-style-type: none"> Assess needs and maintain existing equipment inventory with purchase and/or upgrade target dates In consultation with the Dean of the library, library Systems staff prioritize the equipment needs and purchases 	<ul style="list-style-type: none"> Copiers, printers, laptops, and public computers in service 99% of the time 	<ul style="list-style-type: none"> Technology is current & effective
	<ul style="list-style-type: none"> Evaluate space on a regular basis <ul style="list-style-type: none"> Seating Shelving Quiet study space Group study space Media space 	<ul style="list-style-type: none"> Access Services annually reviews patron seating space Access Services annually determines space needed to accommodate collection change 	<ul style="list-style-type: none"> Number of seats in use / total number of seats in library Usage count of specific spaces Annual % of net growth of the entire collection / % of available shelving space 	
	<ul style="list-style-type: none"> Provide services <ul style="list-style-type: none"> Fully staffed during open hours Librarians are available for reference and research services 	<ul style="list-style-type: none"> Dean of library and the area heads schedule librarians and staff to meet patron needs Librarians record reference transactions, analyze them by time blocks, and adjust reference schedules accordingly 	<ul style="list-style-type: none"> Number of patrons in library during extended hours / number of patrons in library all hours Number of reference transactions by time block / total number of reference transactions 	
	<ul style="list-style-type: none"> Link with Keene Public Library is maintained 	<ul style="list-style-type: none"> Access Services , Technical Services and Systems staff meet regularly with KPL counterparts 	<ul style="list-style-type: none"> Number of KPL patrons who use KSC materials / number of KSC total patron usage (including KPL and other categories of patrons) 	

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3. Promote library resources and services	<ul style="list-style-type: none"> Library promotes special events and services 	<ul style="list-style-type: none"> Dean and Assistant Director schedule at least 2 special events annually Assistant Director promotes events and services through campus publications and electronic communications 	<ul style="list-style-type: none"> Special activities listed in Annual report 	<ul style="list-style-type: none"> Connections with the campus and community are enhanced
	<ul style="list-style-type: none"> Library creates and maintains partnerships with communities 	<ul style="list-style-type: none"> Library staff review reciprocal use agreements with various partners 	<ul style="list-style-type: none"> All partnership agreements will have a review date within a 4-year cycle 	
4. Deliver high-quality instruction programs	<ul style="list-style-type: none"> Library instruction addresses college curricular needs 	<ul style="list-style-type: none"> Library faculty and classroom faculty plan learning objectives for instruction sessions and debrief afterwards Classroom faculty use feedback form to assess content and delivery of library instruction. 	<ul style="list-style-type: none"> Library faculty and classroom faculty determine whether library instruction sessions met learning objectives Number of instruction sessions by academic departments Pre-test and post-test measure development of student learning Citation analysis - % of appropriate resources** per bibliography 	<ul style="list-style-type: none"> Students demonstrate that learning objectives are met Library instruction and classroom instruction are in alignment

*"Collections" refers to the entire collection, including videos, DVDs, and audiorecordings; it excludes Special Collections (Preston, CFC and archives), periodicals, microforms, and CCHS

** "Standard evaluation tools" includes, but is not limited to, sources such as BIP and RCL; librarians should also examine collection & order materials keeping in mind the curriculum, course schedules, & faculty and student need; perhaps include evaluation of items requested via ILL

*** The same methodology described in 1a may be applied to the withdrawal process

**** Excludes gifts

Definitions

Goal:

- A statement of broad direction, purpose or intent based on the needs of the institution. The ultimate accomplishment toward which an effort is directed.

Objective:

- A statement of specific, measurable, and attainable targets that covers the range of desired outcomes to achieve a goal.

Activity:

- Tools or strategies used to achieve measurements.

Measurement:

- The act or process of quantitatively comparing results.

Outcome:

- Resulting benefits or changes

Classroom faculty:

- Faculty affiliated with departments that deliver majors and minors