

University Profile for Libraries(2006-2007)

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| Unit Title | | Unit Level | | Parent Unit | | | |
|--|--------------------------------|--------------------|-------------|--|--------------|-----------|----------------|
| Libraries | | Budget Unit | | Academic Affairs | | | |
| Unit URL | | | Unit E-mail | Unit Mail | Unit Phone | Unit Room | Unit Building |
| http://www.nsula.edu/watson_library/ | | | | NSU, Watson Library, Natchitoches, LA 71497 | 318-357-4403 | Room 309 | Watson Library |
| Secretary Name | | Secretary Phone | | Secretary E-mail | | | |
| Annette Merrell | | 318-357-4403 | | merrella@nsula.edu | | | |
| History Date | Administrator Title | Administrator Name | | Administrator E-Mail | | | |
| 07/01/2005 | Director, University Libraries | Fleming A. Thomas | | thomas@nsula.edu | | | |
| Comments | | | | | | | |
| History Date | Administrator Title | Administrator Name | | Administrator E-Mail | | | |
| 07/01/2004 | Interim Director of Libraries | Fleming A. Thomas | | thomas@nsula.edu | | | |
| Comments | | | | | | | |
| History Date | Administrator Title | Administrator Name | | Administrator E-Mail | | | |
| 08/13/2001 | Director of Libraries | Dennis C. Tucker | | tuckerd@nsula.edu | | | |
| Comments | | | | | | | |
| University Mission | | | | University Goals | | | |
| <p>Northwestern State University is a responsive, student-oriented institution that is committed to the creation, dissemination, and acquisition of knowledge through teaching, research, and service. The University maintains as its highest priority excellence in teaching in graduate and undergraduate programs.</p> <p>Northwestern State University prepares its students to become productive members of society and promotes</p> | | | | <ul style="list-style-type: none"> • To create and maintain a responsive, student-oriented environment. • To provide programs, services, and operations throughout the | | | |

economic development and improvements in the quality of life of the citizens in its region.

University of high quality and effectiveness.

- To enhance institutional viability through effective enrollment management.
- To promote economic development, community service, and an improved quality of life in the region.

Institutional Objectives

1. Identify and support programs and services responsive to the needs of the service area and student clientele. (e.g., adult learning, distance education niche, new degree programs, student activities, registration, financial aid, accreditation, financial services)

2. Evaluate and respond to the changing environment to assure student learning and development. (e.g., enrollment management, advising, retention, orientation, transition to new student profile, living learning environment, facilities maintenance, service learning, technology enhancement)

3. Provide support for economic and cultural development through community outreach. (e.g., diversity plan, CAPA activities, small business development activities, grant related activities, intercollegiate activities, work force enhancement, tourism, applied and basic research)

– Unit Mission (2006-2007)

The mission of the Northwestern State University Libraries is to provide the University community with access to information in its many formats and through its many delivery systems to support the teaching, learning, research and service functions of the University. It is the educational mission of the Libraries to support Information Literacy by teaching students, faculty, staff, and the larger community how to find and use information appropriately.

NSU Libraries serve the larger community as a regional information center and research facility, within the limits of the Libraries' resources and primary commitment to the university community.

– University Goal #1 (2006-2007)

Objective #1: To implement a policy and technology that will enhance patron services in the library.

Methodology: Graduate Student Exit Survey

| Data | Description |
|-----------|---|
| Fall 2006 | Fall 2006 data is not available because the survey wasn't administered due to technical difficulties. |
| 3.23/0.67 | Spring 2007 Graduate Student Exit Survey under Student Services and Personnel question #2; of the 66 responses the library had a mean score of 3.23 with a standard deviation of 0.67. When comparing Spring 2006 with only 45 responses, the library rated 3.22 with a standard deviation of 0.70. |
| 3.30/0.72 | Spring 2007 Graduate Student Exit Survey under Student Services and Personnel question #4; of the 53 responses the library had a mean score of 3.30 with a standard deviation of 0.72. When comparing Spring 2006 with only 36 responses, the library rated 3.31 with a standard deviation of 0.71 |
| 3.29/0.62 | Spring 2007 Graduate Student Exit Survey under Student Services and Personnel question #7; of the 56 responses the library had a mean score of 3.29 with a standard deviation of 0.62. When comparing Spring 2006 with only 38 responses, the library rated 3.29 with a standard deviation of 0.57. |
| 3.40/0.62 | Spring 2007 Graduate Student Exit Survey under Student Services and Personnel question #9; of the 58 responses the library had a mean score of 3.40 with a standard deviation of 0.62. When comparing Spring 2006 with only 42 responses, the library rated 3.48 with a standard deviation of 0.63. |

Methodology: Graduating Student Survey

| Data | Description |
|-----------|--|
| 3.39/0.86 | Results (mean & standard deviation) (1=Poor/5=Excellent) from the Summer and Fall 2006 Graduating Senior Survey for item #20 (The Library) was 3.39. This means that (The Library) is between average and above average. Compared with Fall 2005, results show we've decreased from 3.46/0.86. |
| 3.74/0.88 | Results (mean & standard deviation) (1=very dissatisfied/5=very satisfied) from the Summer and Fall 2006 Graduating Senior Survey for item #74 (Library Facilities) was 3.74. This means that the (Library Facilities) is between undecided and satisfied leaning more toward satisfied. Compared with Fall 2005, results show we've decreased from 3.71/0.91. |
| 3.52/0.90 | Results (mean & standard deviation) (1=Poor/5=Excellent) from the Spring 2007 Graduating Senior Survey for item #20 (The Library) was 3.52. This means that (The Library) is between average and above average. Compared with Spring |

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|-----------|---|
| | 2006, results show we've increased from 3.43/0.84. |
| 3.76/0.92 | Results (mean & standard deviation) (1=very dissatisfied/5=very satisfied) from the Spring 2007 Graduating Senior Survey for item #74 (Library Facilities) was 3.76. This means that the (Library Facilities) is between undecided and satisfied leaning more toward satisfied. Compared with Spring 2006, results show we've increased from 3.75/0.86. |
| | |

Methodology: ACT Student Opinion Survey

| Data | Description |
|-----------|--|
| 4.14/0.80 | Results (mean & standard deviation) (1=very dissatisfied/5=very satisfied) from the 2007 Spring administration for Item #6 (Library Facilities/Services). A total of 611 out of 746 participants responded to this item. The mean for the National Score was 4.07. Data from 2005-2006 showed 4.10/0.91. |
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Methodology: NSU Libraries - Student Survey

| Data | Description |
|---------------------------------|---|
| 49 survey responses/Spring 2007 | Question 6. Since Fall 2005, I have attended at least one library orientation. 57% agree, 37% disagree, & 6% no opinion. |
| 49 survey responses/Spring 2007 | Question 7. The library orientation helped me find useful resources for my work or study. 51% agree, 8% disagree, & 41% no opinion. |
| 49 survey responses/Spring 2007 | Question 8. The interlibrary loan system (ILLIAD) is easy to use. 39% agree, 6% disagree, & 55% no opinion. |
| 49 survey responses/Spring 2007 | Question 12. The library's electronic collections provide adequate for my study. 71% agree, 14% disagree, & 14% no opinion. |
| | |

Methodology: NSU Libraries - Faculty Survey

| Data | Description |
|------|-------------|
|------|-------------|

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|---------------------------|---|
| 154 responses/Spring 2007 | Question 6. The library staff has the knowledge and expertise to help me. 92% agree, 1% disagree, & 7% no opinion. |
| 154 responses/Spring 2007 | Question 9. Since Fall of 2005, a librarian has contacted me about using the library instruction service. 68% Yes & 32% No. |
| 154 responses/Spring 2007 | Question 20. The library's electronic resources provided adequate support for my teaching. 77% agree, 10% disagree, & 14% no opinion. |
| 154 responses/Spring 2007 | Question 23. Remote access to electronic resources makes research more convenient for me. 83% agree, 3% disagree, & 14% no opinion. |

Strategies

- Paint the entire North wall of Room #115 in flat white for the purpose of using it as a projection surface.
- Move the projection screen from Room #115 into the classroom space of the Reading Room.
- Write a Student Technology Advisory Team (STAT) grant for the purpose of acquiring a second (2nd) projector for Room #115 (large group library instruction).
- Hang blinds in the small instruction room located in the Reference Room. Students, whom we are trying to instruct in the Principles of Information Literacy, are constantly distracted by noise and other students outside the instructional room.
- The library faculty and staff will be taught the "Power of Personal Persuasion," a program endorsed by the Association of College and Research Libraries (ACRL), for the purpose of advancing the academic library agenda.

Accomplishments

Status: Completed

Accomplishments:

First Quarter Report

- A STAT (Student Technology Advisory Team) grant has been written in the amount of \$5,000 for the purchase of another computer-managed

projector.

- The library inventory has been completed and the inventory of all circulating items, including bound journals, has been put in the online catalog. Similarly, holdings in the Louisiana Room have been checked against holdings shown in the online catalog.
- In spite of very serious financial restrictions all print and non-print serial subscriptions, as well as the LOUIS Databases, were renewed.
- 3,440 serial records in the online catalog were revised. A joint project between Technical Processes and the Serials Department is underway to make certain all bound journals are bar-coded and discrepancies corrected. This inventory is the very first time the collection has been winnowed for the removal of old and out of date books and journals, as well as checking accession numbers and classification data against holding records.
- Six faculty and staff members were sent to Baton Rouge, LA for the annual Library Users Conference (LUC), to learn about new software programs that will be installed under the aegis of LOUIS on October 26, 2006.
- A library staff member, Mr. Newton Carter, has been designated special liaison between the library and the Office of Information Systems.

Second Quarter Report

- The library has implemented a policy recently approved by the Legislative Auditors which decrees that all faculty and staff must pay fines for overdue and lost library books and media, the same as students. Special care was taken not to offend the faculty or staff, and to date it appears that all have accepted the policy without incident.
- Serials & Media began a project to check all videos in the collection for soundness.
- Seven department members attended the LOUIS Users Conference in Baton Rouge Oct. 5-6.
- Deselected 1,938 bound serials, including accompanying microfilm.
- Digital Imaging had the following to report: 1,293 scanning project scans, 192 researcher scans, 9 publisher scans, including one cover, surveyed all computers for memory capability, maintained Library web, managed databases, loaded 22 software updates for faculty or staff (mostly Workflows), supported SACS effort with web page additions, 7 messenger messages, scanned for three exhibitions including LSU, Creole Heritage Area, and CGHRC, provided computer support to Faculty and Staff, set up 4 new computers, made minor repairs to six computers, turned 3 computers to IT for repair, and input fourteen work orders for IT repair.

Third Quarter Report

- The sum of prize money for PHILIA Research Projects was changed from ten at \$1,000 each to four at \$2,500 each.

Fourth Quarter Report

- Project COOP initiated for library. Initial work submitted.

Decisions Based on Data

- We are moving to a new objective for 2007-2008.

Objective #2: To create an environment that will provide an opportunity for intellectual exchange between faculty and students.

Methodology: Reading Lounge Satisfaction Survey

| Data | Description |
|---------------|---|
| 1205 visitors | Response to the several surveys offered was weak and inconclusive and it was decided that the survey was meaningless. |
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Methodology: ACT Student Opinion Survey

| Data | Description |
|-----------|--|
| 4.14/0.80 | Results (mean & standard deviation) (1=very dissatisfied/5=very satisfied) from the 2007 Spring administration for Item #6 (Library Facilities/Services). 611 out of 746 participants responded to this item. The mean for the National Score was 4.07, compared with 2006 Spring results of 4.10/0.91./ |
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Strategies

- Move the Serials & Media Department to the third floor and reorganize the vacated space into a faculty-student reading lounge soliciting student responses to the usefulness of the room via an opinion questionnaire.

Accomplishments

Status: Completed

Accomplishments:

First Quarter Report

- Ten significant events were held in the Reading Room during September, including the televised Creole Cooking programs featuring Chef John Folse. Presentations ranged from a program on the Book of Job to art displays from the Pinecrest Developmental Center in Pineville, LA. Over 100 individuals visited this exhibition of 40 paintings. A total of 623 visitors attended these events.
- 250 paperbacks have been added to the leisure reading collection.

Second Quarter Report

- A painting by Conrad Albrizio was rescued from the dust bin of the Art Department, where it was scheduled to be discarded. The painting has potential value of \$10,000 after it has been restored (but we need money to that—possibly as much as \$4,000—so we are awaiting a budget increase. Mr. Albrizio is the artist who designed the frescoes in the Louisiana Capitol Building.
- Serials & Media public service increased 86% in October over September service statistics.
- Met with Physical Plant regarding Phase III of the library improvement project.
- Created a Banned Books display in the Reading Room.
- Organized Contemporary Cane River Artists-OCCRA artwork on display in the Faculty-Student Reading Room.
- Quarterback Club Luncheon was held on November 8th in the Reading Room.
- Society of English Scholars “Banned Book Reading” was on November 8th in the Reading Room.
- “Internal Expression – Connecting People Through Art” exhibit was on display in the Reading Room.
- NSU Writing Project retreat with Dr. Abney on October 7th in the Reading Room.
- Worked with LOUIS staff to upgrade SIRSI Workflows Integrated Library Management System (ILMS) to version GL3.1. This enables users to switch to the new java based client, which includes new functionalities that will improve library operations. This process involves communicating with LOUIS staff during the actual upgrade, and testing as it comes up before it is available to all users.

- Michael Matthews and Gail Kwak developed an original satisfaction survey for library services in conjunction with SACS requirements. The survey was mailed out and collated by Ms. Veronica Ramirez.
- One professional book review was submitted for publication in the Spring, 2007 issue of *Louisiana Libraries*.

Third Quarter Report

- Encumbered almost all of \$75,000 for book purchases even though money wasn't approved until mid-February, 2007.

Fourth Quarter Report

- Library Self-Study now underway.
- 1,433 new books were ordered beginning in mid-February; all invoices have been certified and paid as stipulated by the purchasing department.
- Michael Matthews, Gail Kwak, and Abbie Landry, in the Reference Services Department are working with Hedy Pinkerton and John Rodriguez in the Electronic and Continuing Education Department to create a basic online tutorial which can be linked with Blackboard. The tutorial will deal with library skills and will be the first of several; the plan is to have this one ready by beginning of Fall semester.
- Ms. Landry and Michael Matthews are preparing an Online Information Literacy unit as part of an information systems minor degree program under design by Dr. Lisa Pollacia.

Decisions Based on Data

- We plan to provide better electronic resources to distance education students by changing the objective for 2007-2008.

Strategies

Objective #1: To expand and improve the library's instruction and information literacy program.

Methodology: NSU Libraries - Student Survey

| Data | Description |
|--------------------------|---|
| 49 responses/Spring 2007 | Question 5. Library staff has the knowledge and expertise to help me. 61% agree, 12% disagree, & 27% no opinion. |
| 49 responses/Spring 2007 | Question 6. Since Fall 2005, I have attended at least one library orientation. 57% agree, 37% disagree, & 6% no opinion. |
| 49 responses/Spring 2007 | Question 10. The library provides me with the information skills I need in my work or study. 73% agree, 10% disagree, & 16% no opinion. |
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Methodology: NSU Libraries - Faculty Survey

| Data | Description |
|---------------------------|--|
| 154 responses/Spring 2007 | Question 8. Library instruction improves the quality of my students research. 65% agree, 4% disagree, & 31% no opinion. |
| 154 responses/Spring 2007 | Question 16. The library's physical collections provide adequate support for my students' research. 61% agree, 24% disagree, & 15% no opinion. |
| 154 responses/Spring 2007 | Question 20. The library's electronic resources provide adequate support for my teaching. 77% agree, 10% disagree, & 14% no opinion. |
| 154 responses/Spring 2007 | Question 26. The library is a place that inspires research and learning. 68% agree, 15% disagree, & 17% no opinion. |
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Methodology: Philia Steering Committee Poll

| Data | Description |
|--------------------|---|
| 2 grant recipients | 2 grant applications were submitted February 1, 2007 and both were approved by a unanimous vote on February 9, 2007 |

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| | with stipulations attached. |
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Methodology: Library Researching Skills of Philia grant awardees

| Data | Description |
|-------------|--|
| In progress | The two groups of students are in the School of Creative and Performing Arts and the grant money was used for travel in order to do research. Both groups will be asked to present some of their research findings during the interim progress report. |
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Methodology: Faculty Mentor Feedback

| Data | Description |
|-------------|--|
| In Progress | We will request informal feedback from both Dr. Coreil and Mr. Brent after faculty on-call day August 11, 2007. Formal feedback will be requested for the interim progress report. |
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Methodology: Novice Researcher - Reflections & Report

| Data | Description |
|-------------|--|
| In Progress | Novice Researcher Reflection Report will be part of the final report which will be delivered on February 29, 2008. |
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Strategies

- Create a grants program which offers faculty-student partnerships \$1,000 to complete joint research projects. Philia will provide students and faculty the opportunity to investigate complex problems, which will necessarily require extensive use of library facilities and information resources.
- Convert the Conference Room in Room #115 into a small group instruction space for no more than four (4) or five (5) individuals. Room would be equipped with four (4) computers with appropriate software, table and chairs, a small whiteboard, and bookshelves. The space also would be used by students wanting to practice PowerPoint presentations.

Accomplishments

Status: Partially Completed

Justification: 1st, 2nd, 3rd, & 4th quarter report

Accomplishments:

First Quarter Report

- A PHILIA Website has been organized, complete with goals and objectives, and a steering committee has been formed.

Second Quarter Report

- We have employed a new reference librarian to assist with Information Literacy classes. Her name is Ms. Shelly Burns, and she will also assist with the cataloging of print and non-print media.
- Reference Department completed updating all users' guides.
- A white paper entitled "PURLS: Promoting Undergraduate Research and Learning in the Sciences" was written for the Louisiana Board of Regents by Michael Matthews in conjunction with Dr. Margaret Cochran, Louisiana Scholars' College.
- A number of faculty were assisted by Michael Matthews in exploring the feasibility of a McNair Scholars program.
- Information Literacy instruction was provided to 90 classes.

Third Quarter Report

- A new piece of software for work on WorkFlows was developed by new head of technical processes that would move new books (as a category) into the stacks. This replaces what was essentially a manual procedure.
- A second computer-managed projector and screen has been purchased for Room 115. This will enable large gathering of students to watch

instructional programs from two sides of the room, rather than one.

Fourth Quarter Report

No accomplishments to report.

Decisions Based on Data

- PHILIA will continue to be developed and we are starting to develop a new long range course for distance learning students. This course is LIB1030.

Objective #2: To facilitate improved access to monographs and special collections in the Cammie Henry Research Center and the University Archives.

Methodology: Project Progress

| Data | Description |
|--|---|
| Completed June 13, 2007 | Authored and was awarded \$15,000 grant for archival shelving from the COYPU FOUNDATION trust. |
| Curtis Guillet Photographic Collection | 16,842 entries were word processed into an easier finding aid for patrons which created 802 pages on the Cammie G. Henry Research Center's website. |
| Madden Exhibition | Approximately 75 people attended the Martha A. Madden reception which was held March 26, 2007 from 4-6 pm in the Cammie G. Henry Research Center. |
| Huie-Dellmon Collection | 4,800 entries were word-processed into an easier finding aid for patrons. |
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Methodology: NSU Libraries - Faculty Survey

| Data | Description |
|---------------------------|--|
| 154 responses/Spring 2007 | Question 13. In the past, I have used the following library services (select all that apply): Information/Research Services - 114 responses (74%); Special |

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|---------------------------|--|
| | Collections/University Archives - 24 (16%); Remote Access to Databases - 115 (75%). |
| 154 responses/Spring 2007 | Question 14. The library's physical collections provide adequate support for my teaching. 60% agree, 25% disagree, & 15% no opinion. |
| 154 responses/Spring 2007 | Question 22. The library's electronic resources provide adequate support for my students' research. 74% agree, 11% disagree, & 15% no opinion. |
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Methodology: NSU Libraries - Student Survey

| Data | Description |
|--------------------------|--|
| 49 responses/Spring 2007 | Question 5. Library Staff has the knowledge and expertise to help me. 61% agree, 12% disagree, & 27% no opinion. |
| 49 responses/Spring 2007 | Question 10. The library provides me with the information skills I need in my work and study. 73% agree, 10% disagree, 16% no opinion. |
| 49 responses/Spring 2007 | Question 12. The library's electronic collections provide adequate support for my study. 71% agree, 14% disagree, & 14% no opinion. |
| 49 responses/Spring 2007 | Question 17. The library is a place that inspires study and learning. 65% agree, 20% disagree, & 14% no opinion. |
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Strategies

- Word process the paper-based, handwritten catalog card index to the John Curtis Guillet Photograph Collection.

- The funding of a certain grant would mean that several hundred feet of new shelving will be available. Monographs will be moved from the interior stacks room to the public room and shelved on newly-erected shelving. This will be a major project requiring an enormous expenditure of labor.

- Reconfigure the word processed index of the John Curtis Guillet Photograph Collection on to the Center's web page.

- Word process the negative paper-based and hard-typed index of the Huie-Dellmon Photograph Collection.

- Provide packets of information for specific classes.

- Customize each bibliographic session to specific fields of interest.

- Inform professional and family historians and genealogists of the various collections within the Research Center.

- Create and display exhibitions pertaining to the collections within the Research Center.

Accomplishments

Status: Completed

Accomplishments:

First Quarter Report

- A shifting and winnowing project for Federal paper documents is underway.
- The Cammie Henry Research Collection has received a grant of \$15,000 for the purpose of buying "genuine" archival shelving. The Coypu Foundation is the donor. This will add 12 ranges of shelving and permit much of the Archival Collection to "open" along with the rest of the library's collection. This is a major step forward in making this valuable collection more accessible to the public.
- Twenty-One Retention Schedules have been approved by the State Archives.

Second Quarter Report

- B.A. Cohen donated more of her photography collection and family papers, ½ linear feet in the fall semester and \$250.00 to the NSU-CGHRC Dunnington Fund.
- In November, Dr. Harvey Cragon, a former professor with University of Texas donated four (4) cubic feet of materials concerning the Louisiana Maneuvers of 1940 and 1941 and \$1,000.00 to the NSU Foundation, Dunnington Preservation Fund to process and catalog the collection.
- In December, Alexia Hutchins donated a set of architectural drawings from the Oscar Butler firm, 40 cubic feet.
- Researchers-The Archives staff answered all reference questions raised by researchers. There were 780 researchers answered in-house, by email and by correspondence.
- The \$15,000.00 ***Coypu Foundation Trust*** that was awarded for purchase of archival shelving was approved and that necessitated moving the old, inadequate shelving out into the general public reading room, thus clearing

space for installation of the new shelving. The entire Louisiana and rare book collection was shifted, one thousand cubic feet of manuscripts were shifted, as were 13 exhibit cases, and numerous other pieces of furniture. Eight double faced ranges of five sections each were erected in the public reading room. This work occupied the better part of a month and a half. Now preparing the bidding process for the shelving.

Third Quarter Report

- Approximately 1,000 outdated journals and microfilm were withdrawn from the Serials collection, while 674 journals were sent to the bindery.
- A reception and exhibition honoring Martha A. Madden, former Secretary of the Louisiana Department of Environmental Quality, was held in the Cammie G. Henry Research Room on March 26, 2007. This reception required at least two weeks of very determined work by the Director of the Research Center and her staff. Numerous distinguished guests were in attendance, as was Dr. Randall Webb, President of Northwestern State University.
- The Director of the Cammie G. Henry Research Collection authored a juried paper entitled Arthur Chopin (1908-1984) and his Collection in the Cammie G. Henry Research Center Collection and presented the paper at the Louisiana History Association meeting on March 22, 2007.

Fourth Quarter Report

- A \$15,000 grant for archival shelving was awarded to Ms. Mary Linn Wernet, Head Archivist, by the COYPU FOUNDATION TRUST. Shelving has been received and erected.

Decisions Based on Data

- Regarding access to monographs and special collections, the Library has decided to move this objective to University Goal #1 Objective #1.

We are completing this objective and changing it to work on the Library Self-Study for 2007-2008.

Strategies

– University Goal #3 (2006-2007)

Objective #1:

To increase the enrollment of new students.

Methodology: Total number of new students

| Data | Description |
|--------------|--|
| 2181 | The total number of new students (first-time freshmen, first-time sophomores, transfer, and new graduate students) in Fall 2007. This is a decrease of 57 students from Fall 2006. |
| 171 students | 171 students attended the State Quiz Bowl Tournament on March 24, 2007. They were accompanied by 48 coaches and 39 parents. |
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Methodology: Number of Applications to Number of Enrollees

| Data | Description |
|--------------|--|
| 6174 to 2824 | The total number of applications to the total number of enrollees in Fall 2007 45.74% - The overall conversion rate of all applications to enrollees in Fall 2007. This is an increase of .80% from Fall 2006. |
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Strategies

- Coordinate the State Quiz Bowl Competition
- Designate campus tour liaison to facilitate department component of individual

and group campus tours.

- Participate in Freshman Connection Activities

- Creation and maintenance of warm, welcoming, and professional environment in every office serving the University and the public.

Accomplishments

Status: Partially Completed

Justification: 1st, 2nd, 3rd & 4th quarter report

Accomplishments:

First Quarter Report

- No accomplishment to report for 1st quarter.

Second Quarter Report

- Provided information for the CSWE (Social Work) re-affirmation project (forwarded to Dr. Claudia Triche).

Third Quarter Report

- All Reference faculty participated in the annual Louisiana High School Quiz Bowl Tournament held on Saturday, March 24, 2007. This is regarded as a primary recruiting program, since approximately 700 students attend the tournament.

Fourth Quarter Report

- PEER Tutoring now takes place nightly in the Student-Faculty Reading Room.

Objective #2:

Establish a mutually beneficial association with special student clientele using the resources of the library in order to increase the overall persistence rate for full-time, degree-seeking

undergraduate students.

Methodology: Overall University persistence rate for full-time, degree-seeking undergraduate students

| Data | Description |
|--------|---|
| 75.75% | This is the persistence rate (retention rate + graduation rate) of Fall 2006 full-time degree-seeking undergraduates to Fall 2007. This is 2.49% higher than last year's Fall 2005 to Fall 2006 rate of 73.26%. |
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Methodology: Retention rate of first-time, full-time, degree-seeking freshmen

| Data | Description |
|--------|---|
| 33.74% | This is the overall six-year graduation rate for the Fall 2001 full-time degree-seeking entering freshman cohort. This is an increase of .04% from last year. |
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Methodology: Six year graduation rate

| Data | Description |
|--------|---|
| 33.74% | This is the overall six-year graduation rate for the Fall 2001 full-time degree-seeking entering freshman cohort. This is an increase of .04% from last year. |
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Methodology: Bossier Parish Community College (BPCC) Survey

| Data | Description |
|---------------------|--|
| 174 Students Served | Connie McConathy director of BPC @ NSU is on record as expressing her great satisfaction with the efforts of Library faculty to teach BPC students how to use the Library. |
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Strategies

- To improve library services such as the web page, reference service, and library instruction (increase number of library instruction sessions) and showcasing our special services through publicity mediums available to University personnel and programs.
- Integration of diversity concepts into student programming, curriculum, employee training, and/or services of the unit.
- Continue to assess and develop orientation programs to ensure that new students and parents have a clear understanding of the University culture and traditions, academic expectations, and services and resources.

Accomplishments

Status: Partially Completed

Justification: 1st, 2nd, 3rd, & 4th quarter report

Accomplishments:

First Quarter Report

- The faculty of the Reference Department, consisting of just three librarians, taught a total of 55 subject classes, in information literacy and database management, 30 sections of OR 1010, 4 student workshops, and 3 faculty workshops.
- Watson Library now has a presence on MySpace.com, which will be updated with information about library events.
- 785 volumes of old and out of date journals were withdrawn.

Second Quarter Report

No accomplishments to report.

Third Quarter Report

- A project to re-label and update records for the audio-visual collection. The concept is to keep different media with similar formats in order and create more consistency within the collection. Several collections have been completed.
- The reference faculty taught 78 instructional sessions to a total of 1,381 student participants.

Fourth Quarter Report

No accomplishments to report.

Strategies

— University Goal #4 (2006-2007)

Objective #1:

Participate in Outreach Programs sponsored by the University.

Methodology: Event Completion

| Data | Description |
|---------------|--|
| 1205 visitors | Most of the events presented in the Reading Room were not sponsored by the Library as such, they were sponsored by other University organizations (Division of Language and Communication, Louisiana Scholars' College, Athletic |

Department, Creole Heritage Center and other academic divisions) to name a few.

Strategies

- The library will use its Reading Room as the site for a number of events open to faculty, students, and the general public. The events listed below are those that will be created by the library exclusively. There will be many other events scheduled for the Reading Room, but not sponsored by the library (such as the cooking festival sponsored by the Creole Heritage Department and featuring Chef John Folse). The following are illustrative of possible library presentations: Quarterback Club luncheon; Sixth Man Club luncheon; Reception for National Women's History Month featuring a lecture about Caroline Dorman by the head archivist, Mary Lin Wernet; and Luncheon for National Library Week (Local librarians and University administrators will be invited to hear Ralph Boe and Sarah Zimmerman discuss LOUIS initiatives.)

- Members of the Library Publicity Committee are planning to write at least nine (9) op-ed pieces for the Current Sauce on library issues such as funding, mission of libraries, future of information technology, etc.

Accomplishments

Status: Completed

Accomplishments:

First Quarter Report

- A shifting and winnowing project for Federal paper documents is underway.
- The Cammie Henry Research Collection has received a grant of \$15,000 for the purpose of buying "genuine" archival shelving. The Coypu Foundation is the donor. This will add 12 ranges of shelving and permit much of the Archival Collection to "open" along with the rest of the library's collection. This is a major step forward in making this valuable collection more accessible to the public.
- Twenty-One Retention Schedules have been approved by the State Archives.

Second Quarter Report

- B.A. Cohen donated more of her photography collection and family papers, ½ linear feet in the fall semester and \$250.00 to the NSU-CGHRC

Dunnington Fund.

- In November, Dr. Harvey Cragon, a former professor with University of Texas donated four (4) cubic feet of materials concerning the Louisiana Maneuvers of 1940 and 1941 and \$1,000.00 to the NSU Foundation, Dunnington Preservation Fund to process and catalog the collection.
- In December, Alexia Hutchins donated a set of architectural drawings from the Oscar Butler firm, 40 cubic feet.
- Researchers-The Archives staff answered all reference questions raised by researchers. There were 780 researchers answered in-house, by email and by correspondence.
- The \$15,000.00 ***Coypu Foundation Trust*** that was awarded for purchase of archival shelving was approved and that necessitated moving the old, inadequate shelving out into the general public reading room, thus clearing space for installation of the new shelving. The entire Louisiana and rare book collection was shifted, one thousand cubic feet of manuscripts were shifted, as were 13 exhibit cases, and numerous other pieces of furniture. Eight double faced ranges of five sections each were erected in the public reading room. This work occupied the better part of a month and a half. Now preparing the bidding process for the shelving.

Third Quarter Report

- Approximately 1,000 outdated journals and microfilm were withdrawn from the Serials collection, while 674 journals were sent to the bindery.
- A reception and exhibition honoring Martha A. Madden, former Secretary of the Louisiana Department of Environmental Quality, was held in the Cammie G. Henry Research Room on March 26, 2007. This reception required at least two weeks of very determined work by the Director of the Research Center and her staff. Numerous distinguished guests were in attendance, as was Dr. Randall Webb, President of Northwestern State University.
- The Director of the Cammie G. Henry Research Collection authored a juried paper entitled Arthur Chopin (1908-1984) and his Collection in the Cammie G. Henry Research Center Collection and presented the paper at the Louisiana History Association meeting on March 22, 2007.

Fourth Quarter Report

- A \$15,000 grant for archival shelving was awarded to Ms. Mary Linn Wernet, Head Archivist, by the COYPU FOUNDATION TRUST. Shelving has been received and erected.

Decisions Based on Data

- We will continue to use the Reading Room as a site for events of interest to students, faculty and the general public.

Objective #2:

Establish a specific working relationship with the business community.

Methodology: Small Business Development Center Evaluation

| Data | Description |
|------|--|
| | <p>This is a failed objective. We sent out invitations to the business community twice for a Friends of the Library program and got no response whatsoever.</p> <p>We have had a Dr. A.C. Smith volunteer to form a Friends of the Library since he has experience in organizing Friends of the Library try to get a response but he only received three from a mailout of over 100 letters. Evidently residents of Natchitoches simply are not interested in a Friends program.</p> |
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Strategies

- Promote Friends of the Library Program.
- Invite business people to special programs held through the Faculty-Student Lounge Public Programming Initiative.

Accomplishments

Status: Completed

Accomplishments:

First Quarter Report

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Decisions Based on Data

- This is a failed objective. We attempted to establish a Friends of the Library program with prominent local business people but we did not receive any interest at all.