Evaluation of Educational Program Needs and Library Processes to Address Resources, Services and Facilities

Evaluation of Learning/Informational Resources

- Inventory of library collections - conducted annually to review adequacy, currency, condition, and availability of materials
- Circulation records review - to identify frequently borrowed and requested materials
- Library Resource Lists for Educational Programs - updated annually to review adequacy of physical and online materials in support of each program area
- Educational Program Accreditations, Certifications and Approvals require review of learning resources, for which the library evaluates and takes any necessary actions to ensure adequacy of collections
- Faculty Recommendations – the library requests input from faculty on learning resources in support their programs; every attempt is made to acquire recommended materials; here are examples:
  - AIRC: Residential Load Calculation and Duct Systems CD resources
  - COSM: Hair-Coloring Application Techniques DVDs & Instructor CDs
  - CRJU: SAGE Criminology Journals database subscription
  - ECCE: Child Care Workers video series and streaming media access
  - ELTR: MAKE magazine – DIY entrepreneurial publication
  - EMSP: Pre-Hospital Emergency Care, print + online subscription
  - FSRV: Startup collection for new Funeral Services program
  - Professional Development Collection for faculty
  - RADT: Radiation Safety – historical video and print materials

- Student Recommendations:
  - PARA 1105/1110 (legal research resources acquired)
  - HOAE study guides
  - NCLEX-PN study guides
  - Reserve Textbook Collection (ALHS Core, BUSN, CIST, Gen Ed)

Evaluation of Services

- Library Surveys – conducted fall and spring semester to collect library use, satisfaction, and suggestions for improvement
- Library Advisory Committee meetings – provides a platform for sharing ideas, experiences, activities and challenges to ongoing library operations and to collect recommendations for improvement; here are a few examples:
  - online library survey (to improve interaction with all students and faculty, both on and off-campus)
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- Library research database training sessions for new and existing faculty
- Evaluate percentage of enrolled students that are borrowing library materials
- Research if videos can be embedded in the LibGuide website, or determine other method of providing instructional videos online

- Library Operational Planning - annual operational planning provides an opportunity to address ongoing and new developments impacting the success of library operations and to plan for future needs. The process involves identifying goals, objectives, physical and budgetary requirements, implementation, and assessment; some examples are provided here:
  - Expand number of library instruction sessions for Learning Support and General Education courses in effort to improve retention through greater awareness of library resources and assistance
  - New Milledgeville Library facility, expanding all aspects of library operations
  - Expansion of library computer workstations on Macon campus from 36 to 57 to meet increased student demand
  - Replacement chairs for computer workstations on Macon campus to provide safe, comfortable seating (existing chairs worn and broken)
  - New online learning resource databases and software

- Library Instruction – Faculty Involvement and Student Assessment

- Library Outreach Services
  - Poetry Month Contest
  - Constitution Week Trivia Quiz
  - High School Jeopardy Game Show
  - Email Correspondence to Students and Faculty re: Library Services (Faculty emailed each semester to assess needs for library instruction and student research)

- Online Tutorial Library Guide pages created for HOAE/PSB, NCLEX-PN, and others:
  COSM 1040 http://libguides.centralgatech.edu/cosm1040
  DHYG 1010 http://libguides.centralgatech.edu/dhyg1010
  EMSP 1130 http://libguides.centralgatech.edu/emsp
  HUMN 1101 http://libguides.centralgatech.edu/humn1101
  MKTG 2300 http://libguides.centralgatech.edu/mktg2300

- Development of COLL 1500 Scavenger Hunt activity (service)

- Development of 2 library video tutorials at the request of ENGL 1101 instructor Melissa Williams
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- Development of library website tutorial to explain basic layout and content of items found on the library web pages

Evaluation of Facilities

- Milledgeville Campus Library Expansion
- Renovation/Expansion of Warner Robins Campus Library
- Computer Workstations Expansion in Macon Campus Library
- New, improved study carrels in Macon Campus Library
- Faculty recommendations for unique software on library computers:
  - Adobe Creative Suite 6 (DMPT)
  - AutoCAD (DFTG)
  - Cisco Packet Tracer (CIST)
  - MS Office Project (CIST)
  - Visual Studio (CIST)
  - Windows 8 (BUSN & CIST)
  - Zoom Text, JAWS and Dragon Naturally (Assistive Technologies/Special Populations)