

End of Year Report for Committees, Groups, Task Forces, etc.

Name of Committee: Library Committee

Number of times met during the year: 7

August 20, 1999

September 19, 1999

October 29, 1999

December 3, 1999

February 3, 2000

March 15, 2000

March 29, 2000

Committee Chair: Sankara N Sethuraman

List Committee Members: Number of Meetings Each Attended:

Charlotte Christy (6)

Sharon Feastor (7)

Magali Duignan (7)

Bill Nelson (6)

Sankar Sethuraman (7)

James Grayson (7)

Vicki Stroehrer (5)

Roxann Bustos (1) (substituted for Bill Nelson)

Comments about contributions and attendance of members:

All of the committee members listed above contributed either during the meetings or in discussions outside the committee meetings. The members who were not able to attend some of the meetings contributed to the work of the committee by e-mail. The committee members took turns in writing the minutes of the meetings. All members of the committee fully participated in developing questions for the library survey and worked together as a cohesive unit. Discussions and meetings were always professional and productive.

Major committee accomplishments:

- **Preparation for the SACS committee visit:** After reviewing the relevant portions of the SACS criteria, the committee drafted a letter to the departments heads or deans asking them to review their library acquisition policies and to revise them (or develop them) as needed. The department heads who failed to file their collection policies by November 12 deadline were then reminded to do so immediately. Consequently, most of the departments have now revised and filed their acquisition policies.

- The committee drafted a memorandum to remind all ASU faculty to evaluate the library services using the “Library Evaluation Form” that was recently made available on the library web page.
- **Library Weeding Policy.** The committee discussed library's weeding policy for obsolete materials and suggested that all faculty (or at least the department chairs) be contacted by e-mail whenever sections of the library collection need weeding. The committee members agreed to help with weeding in their areas of expertise.

- **Evaluation of Library Services:**

- **Student Satisfaction Survey:**

The committee discussed various means of evaluating library services and determined that some type of surveys, in addition to the library's ongoing procedures, might be needed. The committee then studied the Reese Library Goals and Evaluation Procedures and identified the areas that could be assessed with survey questions. The committee worked diligently and developed the 'Student Satisfaction Survey' containing 50 questions evaluating the services offered by the Reese Library and the Media Services.

The committee decided to conduct the Student Satisfaction survey , as a pilot study, on Spring 2000 graduating students. Hence , we worked with Katherine Sweeney and Computer Services and obtained the addresses of Spring 2000 graduating students in ASCII format.

Dr. Nelson, with the help of his library staff, will be mailing the survey to the graduating students and will be collecting the responses for future analysis.

A Faculty Satisfaction Survey will be developed along similar lines as the Student Satisfaction Survey ,but with appropriate changes in the questions.

Committee Minutes Distribution: Ms. Vera Boyll of the Reese library posted the minutes of the committee meetings promptly on the Library Web Page.