ANNUAL ASSESSMENT REPORT
AND
STRATEGIC PLANNING UPDATE
Year: 2004

Area or Unit Name: BIBLIOGRAPHIC SERVICES
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Section 1. Goals and Accomplishments

Goal 1: To provide access to information resources at the international level standards of bibliographic description.
- The department staff cataloged and processed 26,264 new books, 3,122 gift books, 7,049 microfiche, 111 microfilm titles, 8 audiocassettes, 968 videos, and 90 computer files for the year. The number of books processed represents an increase of about 13.5%.
- All new holdings were added to the international OCLC database in accordance with national standards. The OCLC database is available through Google therefore we are providing access to our holdings to a greater number of users.

Goal 2: Maintain a quality work force and work environment.
- Staff members continue to learn new methods for cataloging and processing materials. This year the staff learned to use a new method of searching for records through FirstSearch. They also went through a reengineering project to streamline workflow. This has made for a less crowded work environment.
- Another significant achievement this year was the addition of a metadata librarian. We now have someone in place to help the library work on new electronic initiatives. These initiatives will help the library advance intellectual inquiry.
- All staff members received training in the Seven Habits of Highly Effective People Workshop. This has helped them better understand their role in the library and the department, thereby, learning to be more productive members of the organization.
- Access to our holdings is available through the online public access catalog as soon as the materials are received in the libraries. Most materials are physically available for circulation within two working days. Records for new materials are batch loaded into the library management system on a daily and weekly basis allowing staff to be more productive and timely in the processing of new items.

Goal 3: To provide accurate and well-crafted bibliographic records which will facilitate the identification and retrieval of the library’s information resources.
- After attending a small workshop, the catalogers have become more knowledgeable about the cataloging of serials. This increase in knowledge will help us provide more accurate and well-crafted records for journal type materials.
- We have outsourced the acquisition of records for some purchased materials and are now batch loading those records in to the database. By doing this we are able to provide more timely access to new materials.
- The libraries participation in the OCLC system means that we add our holdings to an international database and make them available for lending to other libraries as well as the other libraries who participate in the system being able to lend us materials from their collections.

Goal 4: To devise an efficient and economical workflow pattern which will take advantage of the capabilities of the library management system.
- The department in conjunction with the Acquisitions department spent several months during the year reviewing and revising the workflow patterns. The result is the elimination of backlogs of new materials. New materials are now processed in a timely manner and are available to our patrons sooner.
Goal 5: To improve the quality of access points in the library's database through continuous database maintenance projects.

- The mission of the department is to provide accurate information so patrons can find resources that advance their research. In order to ensure the accuracy of the database we continually work on projects that clean up errors in the records. Some of those projects include: a. deleting records for items no longer owned, b. providing better means of retrieving information about pieces donated to the library, c. ensuring the location and availability information are correct in order for patrons to find materials.
Section 2. Universal Quantitative Data

There are no Universal Quantitative Data for this area/unit.
BIBLIOGRAPHIC SERVICES

Area/Unit Specific Information

Section 3a. Quantitative Information

There is No Area Specific Data in Calendar Year Section.
There is No Area Specific Data in Fall Section.
There is No Area Specific Data in Fiscal Year Section.
Section 3b. Qualitative Information.

There is no qualitative information for the current year.
Section 4. Strategic Planning Update.

There is no strategic plan update for the current year.

Commentary:

There is no commentary for the current year.

Implementation Plan:

There is no implementation plan for the current year.