ANNUAL ASSESSMENT REPORT
AND
STRATEGIC PLANNING UPDATE
Year: 2004
Area or Unit Name: RESOURCES MANAGEMENT
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Section 1. Goals and Accomplishments

Goal 1: Academic Excellence: Attain national recognition as a top Research Library. Objective: Build research collections and provide access to them.

- The Resources Management departments and processing units of Acquisitions, Bibliographic Services and Serials Maintenance contributed to the processing of new resources added to the collection by expending the funds available and processing materials received to the total of 37,612 new items added to the collection. In addition access was made available to the new materials through records added to the online public access catalog. The expenditure of funds and addition of new items resulted in the libraries move to a rank of 55 in ranking among the 124 ARL research libraries for the academic year 2003/2004.

- The Bibliographic Services and Acquisition departments worked to jointly improve their workflows and increase their staff productivity. Their efforts resulted in a reduction in the time it takes staff to order, receive, process and make available new materials. Some processes were outsourced. Staff productivity goals were established for staff to meet on a monthly basis. The workflows were diagrammed and made available for all library staff so there would be greater understanding of the processes undertaken in these units.

Goal 2: Technology: maximize the use of technology in the delivery of library services. OBJECTIVE: Increase access to research materials and services by delivering them electronically. OBJECTIVE: Conduct 50% of business applications to streamline operations.

- Access to materials was increased by all three units. Acquisitions increased access by downloading full records for the bibliographic description of new materials being ordered and working with our vendor to have invoice information sent electronically along with the batch loading of bibliographic records. Full implementation of the collection manager system from the vendor greatly enhanced the accuracy of data being used to purchase materials. Bibliographic Services increased access to materials by using batch loading of bibliographic records as soon as materials were received in the libraries and within two days making materials available for circulation. The Serials Maintenance unit made significant progress in creating records for the receipt of current periodical titles so users could determine when to expect new issues as well as the actual receipt of new issues displaying in the online catalog.

- All the units in Resources Management have trained staff and developed processes to take full advantage of the library management system which was implemented last year. All units are conducting the majority of their work using the online system and working with their respective vendors to enhance use of the system as well.

Goal 3: Partnerships: Build strategic partnerships and alliances. OBJECTIVE: Participate actively in cooperative agreements, consider new initiatives and provide worldwide access to research.

- The units continue to work with vendors to build partnerships to provide services to the library users. Our membership in OCLC allowed us to participate in a national initiative to provide access to library holdings through the Google search engine on the Internet. We continue to provide access to a variety of databases through license agreements with electronic resource vendors. Through a partnership with the statewide consortium TEXSHARE we provide the academic community with access to electronic databases and our users can borrow materials from many other member libraries within the state of Texas.

- The staff in bibliographic services participated in the implementation of TTU electronic theses and dissertations. The libraries have partnered with the Graduate School to implement the means to store and provide access to electronic theses and
dissertations submitted by graduate students. The library’s role in this project is to store and provide access to the electronic theses and dissertations which will result in worldwide access to TTU graduate students research from the database maintained by the libraries.

**Goal 4:** Human Resources: Maintain a quality work force and work environment within the libraries.
OBJECTIVE: Promote the personal and professional growth of faculty and staff. OBJECTIVE: Recruit and support an excellent and diverse faculty and staff.

- The staffs of the departments and units of Resources Management continue to participate in training opportunities. Some new skills acquired this year are work process re-engineering, project planning and management. The Libraries training opportunity for all staff on Covey's "Seven Habits of Highly Effective People" was attended by all staff in the units. Members of the staff continue to contribute and participate in state and national conferences. We hired a new faculty librarian and filled support positions as they became available.
Section 2. Universal Quantitative Data

There are no Universal Quantitative Data for this area/unit.
RESOURCES MANAGEMENT

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.