

Library Program Review

Prepared by

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Director of Libraries

Middle Georgia College

10 JUNE 2005

Narrative

The Library Program Review began in 2002 as a mechanism of the Academic Program Reviews for the specific divisions of Middle Georgia College in 2002. The purpose was to supply division chairs subject specific data on library holdings pertinent to their division. The original intent was to analyze book holdings based upon the system parameters of VOYAGER, the BOR wide circulation-automated library system software. Serials had not been integrated into VOYAGER when the Academic Program Review process began, but as of December 2004 serials have been fully integrated in to VOYAGER. This step was important based on the data analysis process. The Library Program Review is an all encompassing study which looks closely at every aspect of library services, materials, and physical facilities.

All materials have been divided by division using the Library of Congress Classification System to establish VOYAGER filter parameters. This data is then exported into EXCELL and standardized to insure data accuracy. The publication dates vary in format and must be standardized to fully use EXCELL. This process is time consuming but produces information which can meet all reporting needs. The information produced supplies valuable data which is used to prioritize and maximize existing budgets and guides long-term spending based on the academic program offerings of Middle Georgia College. The basic structure, completion dates, and reassessment dates are identified on page three of this document. The chart on page five offers a one page snap shot of our holdings, circulation, and serials situation. *The indicators match up, with the exception of Social Sciences serials, and indicate that Roberts Memorial Library is a generally balanced operation that meets its users needs and supports the programs of Middle Georgia College.* All other aspects of library operations are evaluated by our users through an annual survey. The survey and results begin on page twenty-two. Historical data on these aspects of this report date from 1986. A detailed look at staffing levels is addressed on page twenty-seven of this report.

Program Assessment Data Organization

2 June, 2005

Social Sciences	H-HX	Complete Nov.11, 2002	Updated 27 May 05
Business	HB-HJ	Complete Nov.11, 2002	Updated 24 May 05
Education	L-LT	Complete Nov.11, 2002	Updated 10 May 05
History (U.S.)	E-F	Complete Jan.23, 2004	Updated 24 May 05
History (World)	D-DX	Complete Jan.23, 2004	Updated 18 May 05
Political Science	J	Complete Jan.23, 2004	Updated 17 May 05
Law	K	Complete Jan.23, 2004	Updated 17 May 05

Science & Math

Science	Q-QR	Complete	16 Jan. 03	Weeded Fall Fac. Conf. Fall 05 Updated 31 May 2005
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Math	T-TX	Complete	16 Jan. 03	Weeded Fall Fac. Conf. Fall 05 Updated 31 May 2005
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Humanities

Literature (Sub-categories)	PN, PS, PR, PZ	Complete March 18, 2004
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General Literature/Composition (PN)	Updated 1 June 2005
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American Literature (PS)	Updated 1 June 2005
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Language	PC, PD	Complete March 18, 2004
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Philosophy	B-BJ	Complete March 18, 2004
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Music	M-MJ	Complete March 18, 2004
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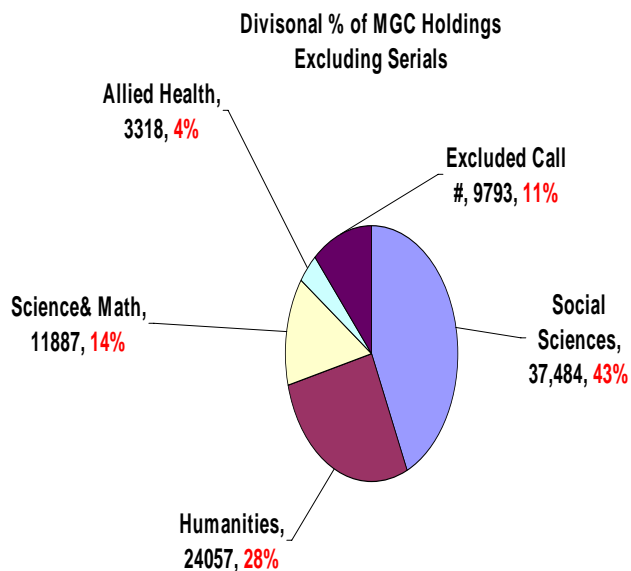
Theatre	N-NX	Complete March 18, 2004
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Allied Health	R-RT	Completed Oct. 28, 2004	Updated 27 Jan. 04.
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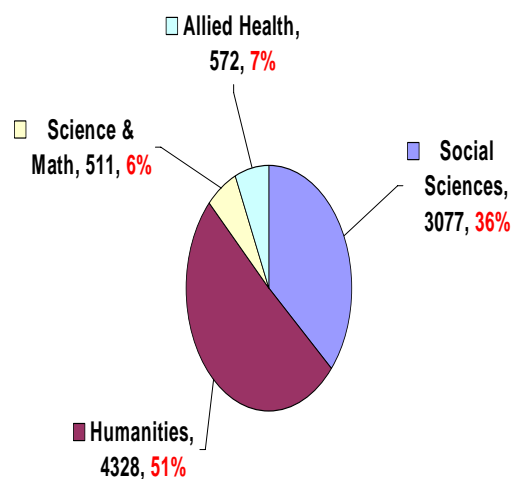
This call number organization was used to set up Voyager reports, which ran title listings for the 4 major divisions of Program Assessment. The reports were copied into Excel, and the publication dates were standardized. The standardized dates were then subtotaled, and various graphs were produced to visualize the age of the book holdings for each area. These graphs are used to outline a long-term collection development policy for each major area.

ALL UNITS WHICH RECEIVED SUBSTANCIAL ADDITIONS HAVE BEEN REASSESSED AND REPORTS WILL BE GIVEN TO CHAIRS AT THE CLOSE OF THE ANNUAL REPORT.

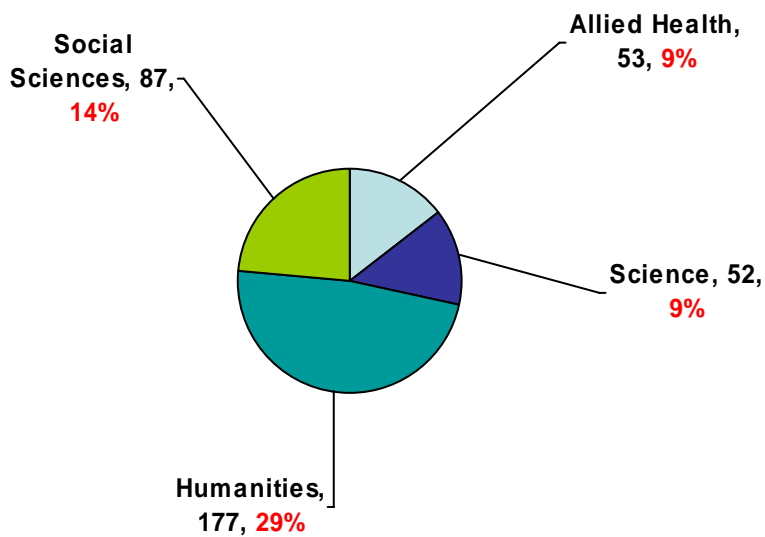
Library Snapshot



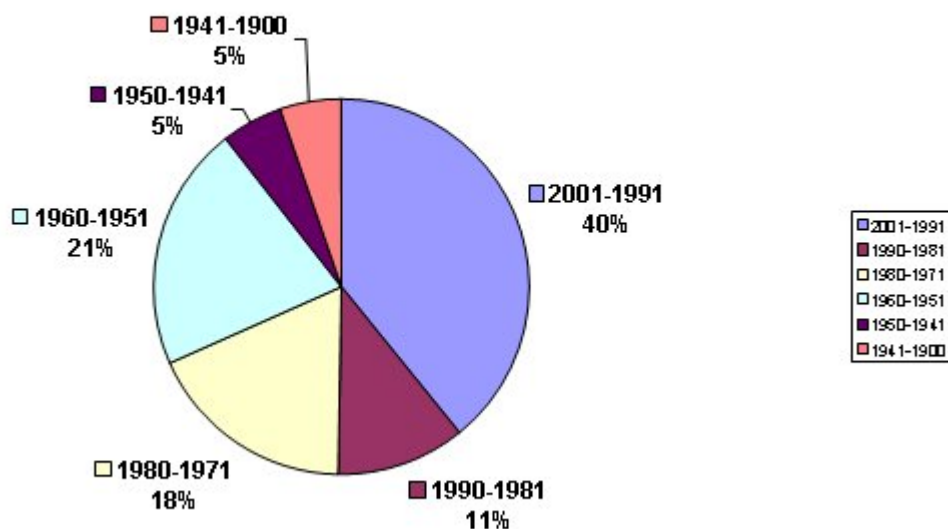
MGC Circulation 1996-2002



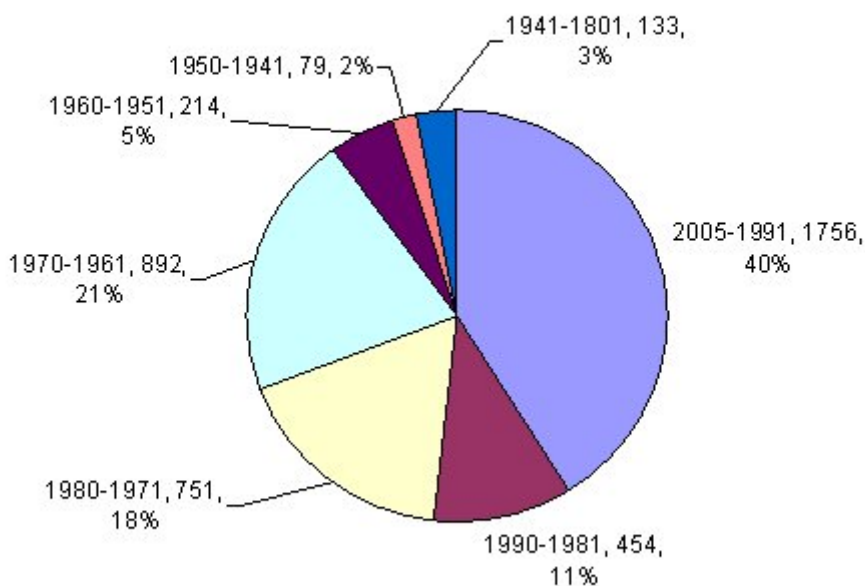
Serials



**Social Sciences excluding (HB-HJ Business) H-HX
(Nov. 5, 2002)**

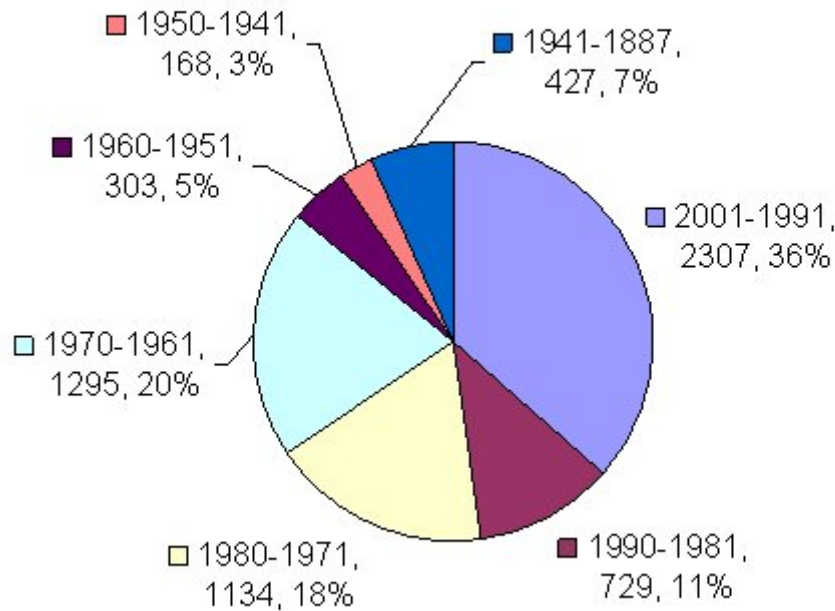


**Social Sciences excluding HB-HJ (Business.)
27 May 2005 (4339 items)**

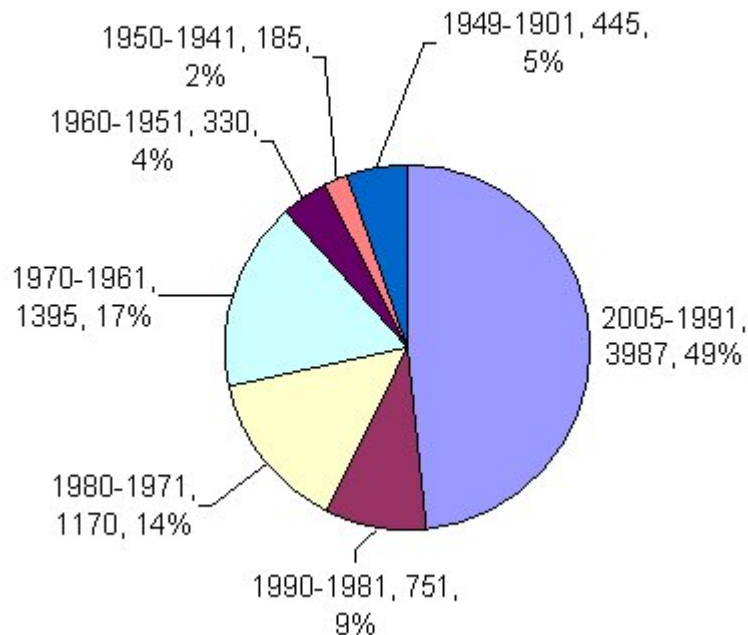


The charts above indicate no improvement in this collection. **Weeding will be required and suggested replacements supplied.** The publication date of 2005-1991 will serve as the benchmark for comparison.

Business Holdings HB-HJ (Nov.5,2002)

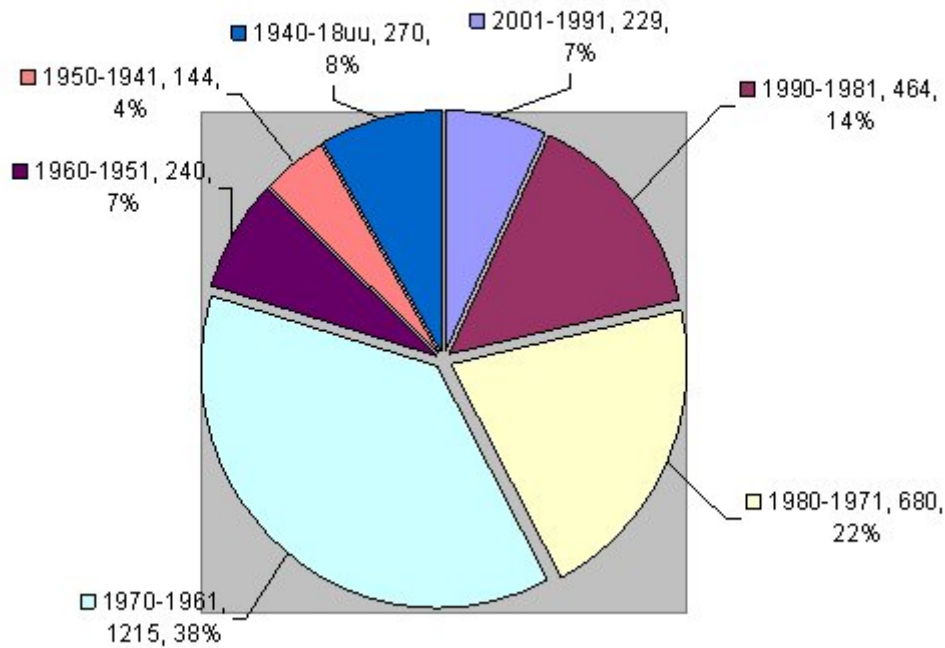


Bussiness Holdings HB-HJ 24 May 2005 (8263Items)

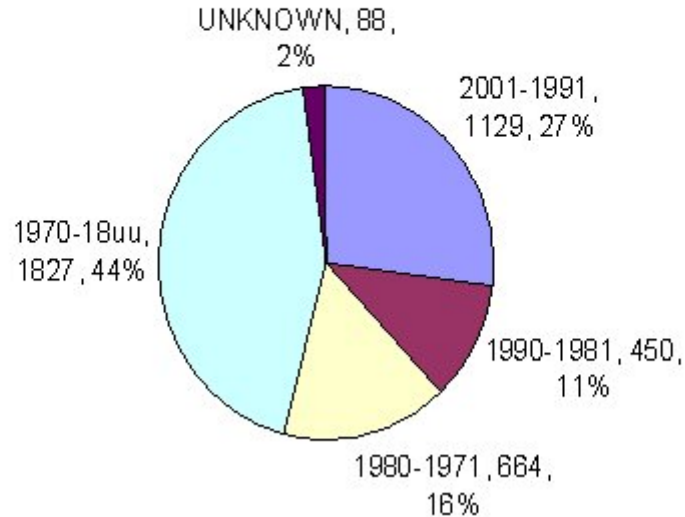


The Business area has been improved as per the benchmark date range. Our current holdings in business can support a 4-year program. **However the addition of the four-year programs in Aviation will require specialized materials' which are not currently in our collection. These materials have been identified and will be purchased with existing funds.** Duplicate serial holdings in Aviation will be required and will be identified by Georgia Aviation and Technical College liaison personnel. These titles will be purchased out of existing funds.

Education Books L-LT
(Nov. 5, 2002) 3766 Items

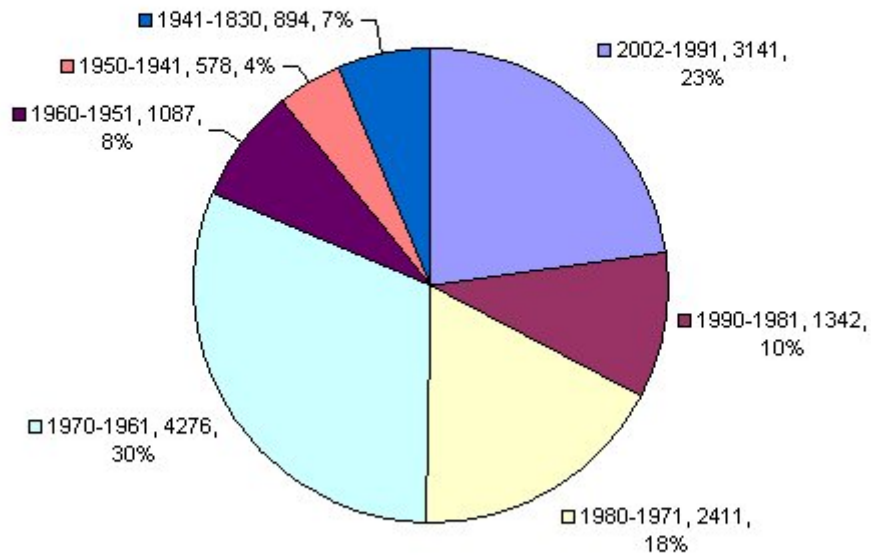


Education Holdings L-LT May 10, 2005
(4158 Items)



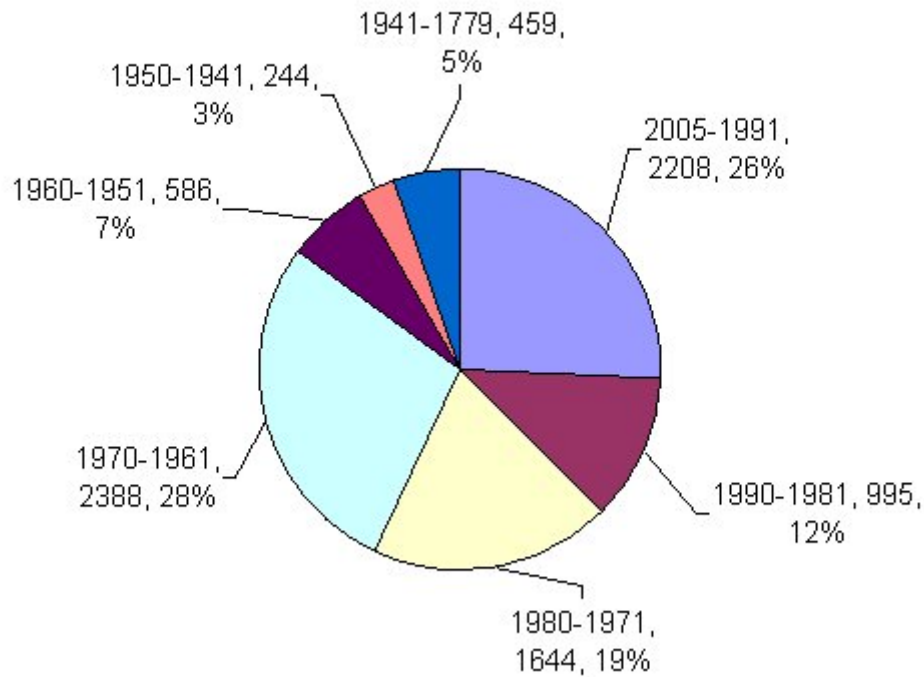
The area of Education has improved greatly as per the benchmark date range. Our holdings in this area can support a 4-year program. Comparative data was gathered from other BOR institutions, and MGC compared well and in some cases surpassed comparative institutions. Collection upgrade will continue but at a slowed pace. This area will be weeded in the Summer of FY 05. In the past two years considerable funding has been dedicated to this area. Emphasis will now move to the four-year Aviation program requirements.

History Holdings D,E,F
(Jan. 23,2004) (13729 Items)

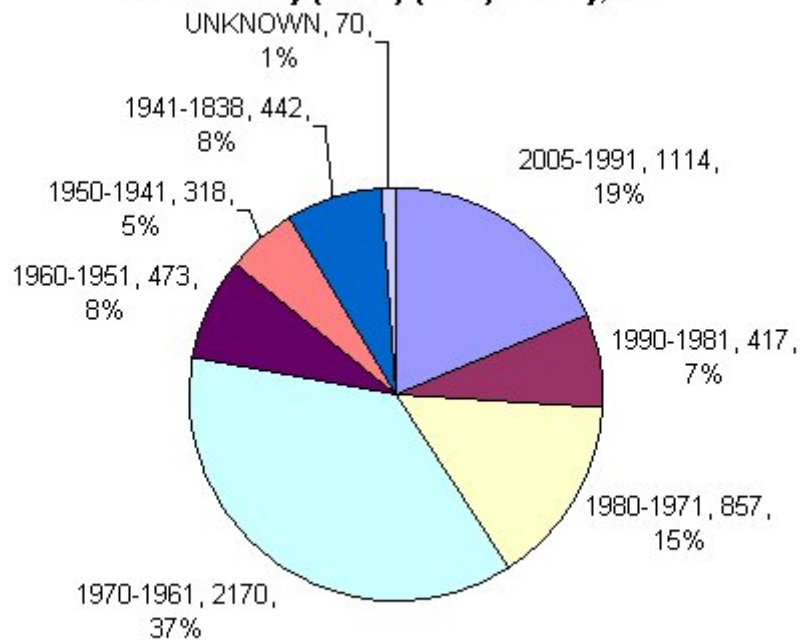


History was not divided during the original baseline assessment: This assessment has divided the area into United States and World History which will allow for a more accurate assessment of these areas.

U.S. History (E-FX) (8524 Items) 24 May 2005

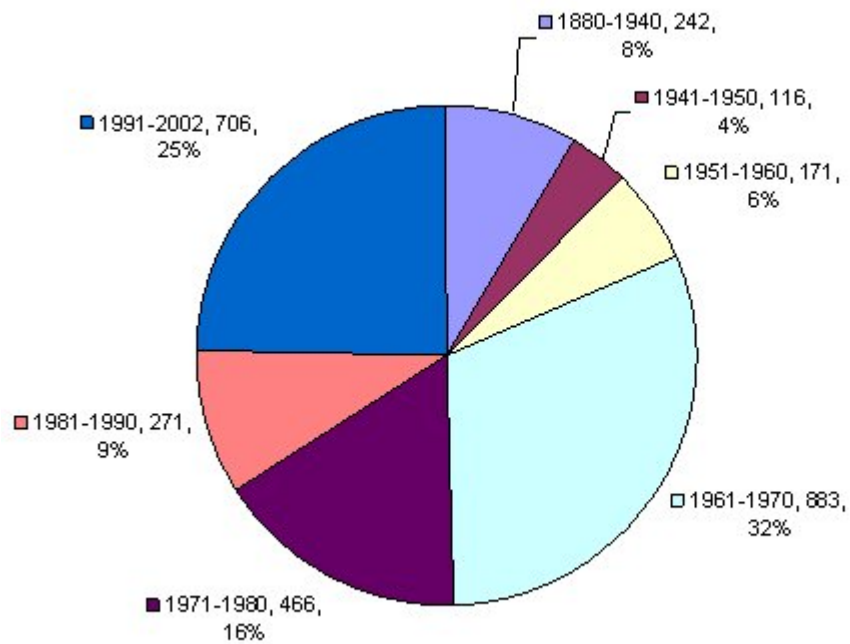


World History (D-DX) (5861) 18 May, 2005



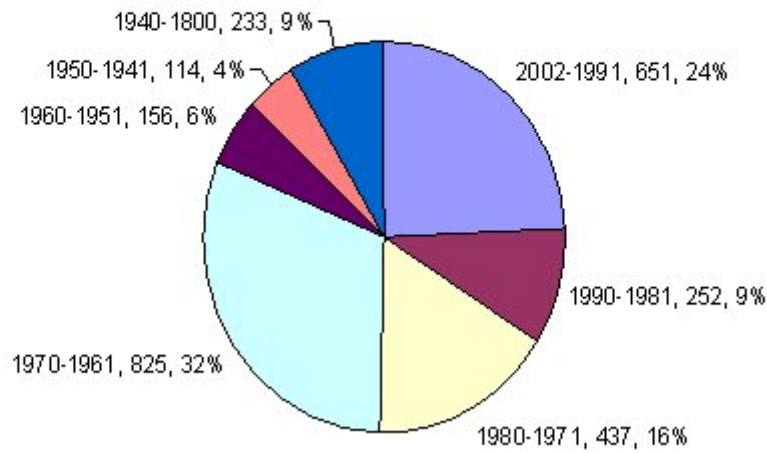
United States History and World History need to be updated due to the course of world events in recent years. Weeding will also be required to eliminate dated materials of little or no long-term historical value. A suggested list of replacement items will also be required. This area will receive update but more critical areas will receive update first, due to the less time sensitive nature of this discipline.

Political Science(J) and Law Holdings(K) (Jan.23,2004) (2855 Items)

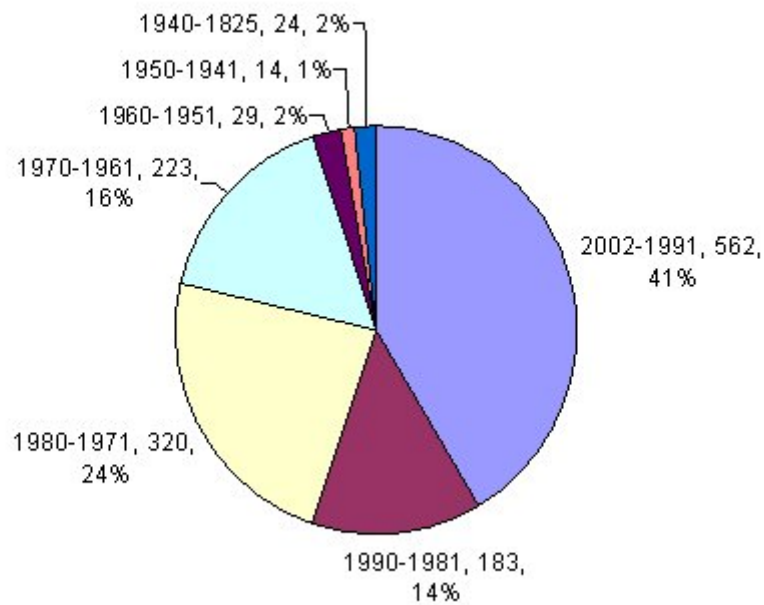


Political Science and Law were not divided when the original baselines were established. This reassessment divided the two areas to establish a more accurate picture of our collection. The charts on page eleven offer a more exact baseline on these holdings.

**Political Science (J) (2441 items)
May 17, 2005**

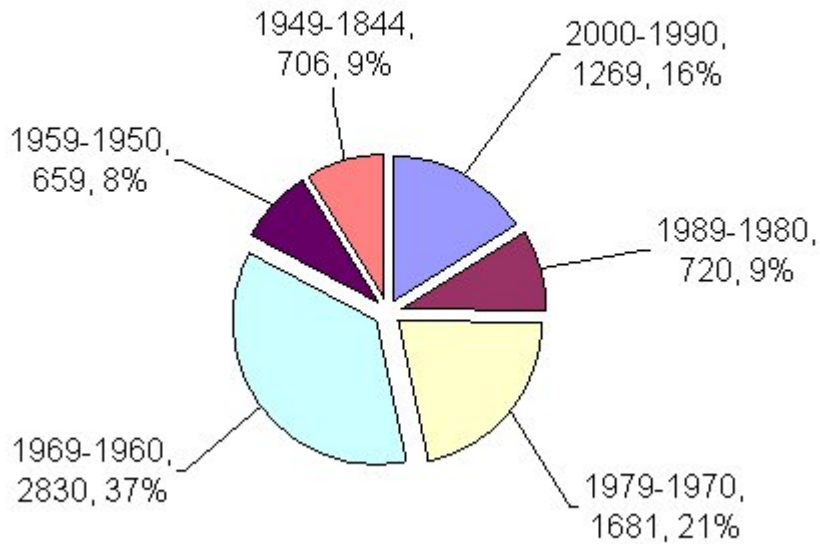


Law (K-KZ) (1355 items) May 17, 2005

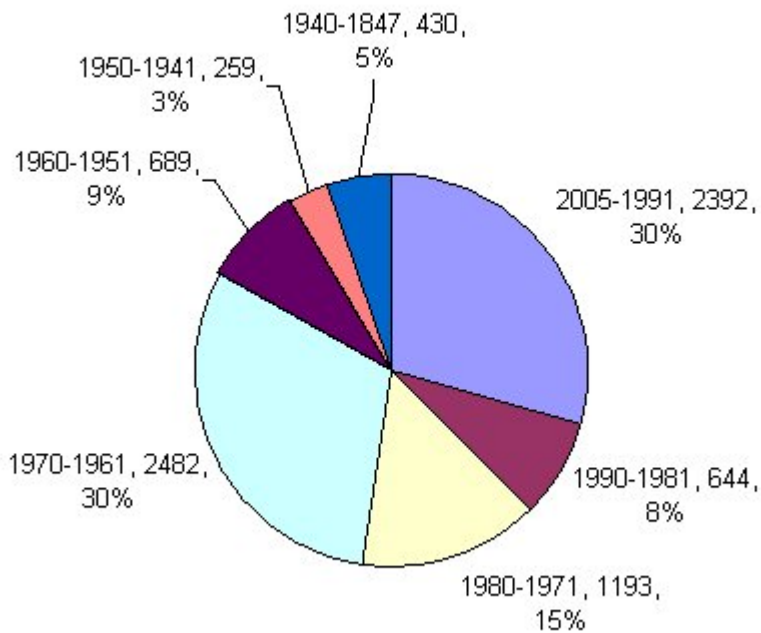


Political Science and Law are doing well according to the benchmark publication dates. Law specifically will need materials related to Aviation Law and Political Science is another case where world events require update.

**MGC Science Holdings 16 Jan. 2003
(7865 items)**

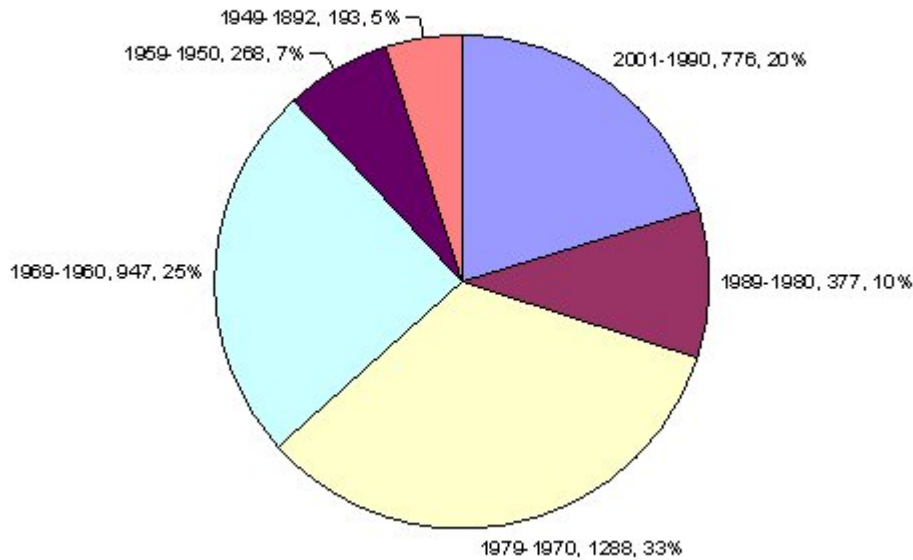


SCIENCE HOLDINGS Q-QR (8089 items) 31 May 2005

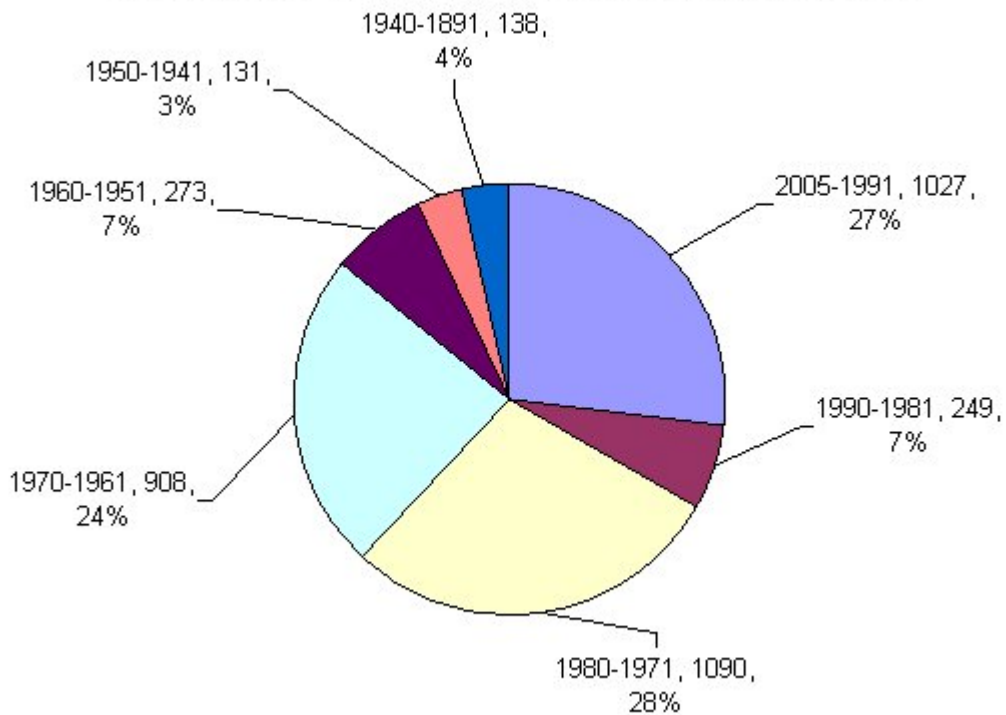


Science is doing well according to the benchmark date range. Science was heavily weeded after the Fall Faculty Conference of 05 and some replacement was done. General upgrade of this area will be required with considerable advice from division faculty.

Technology Holdings 16 Jan. 2003



TECHNOLOGY HOLDINGS T-TX (3816 items) 31 May 2005

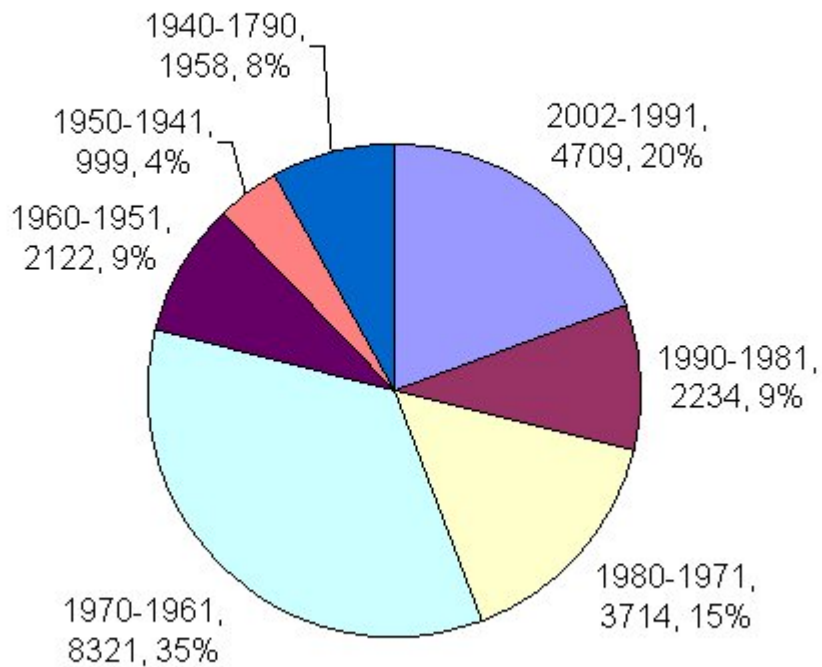


Technology is doing well according to the benchmark date range, but the four-year aviation programs will mandate heavy weeding, replacement, and new title acquisition for aviation specific technology items. Georgia Aviation faculty will be required to offer specific suggestions for titles in this area.

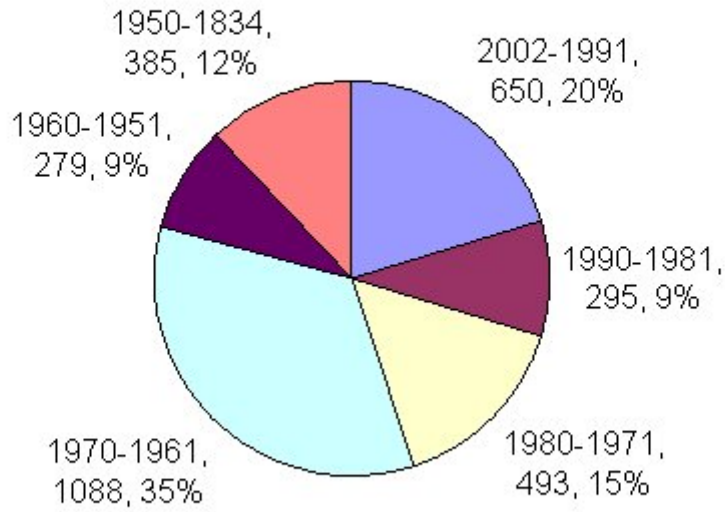
Humanities Narrative

The Humanities Division is the largest percentage user of Roberts Memorial Library. Therefore book requests from this division are largely granted and end-of-the-year monies have in the past gone toward the purchase of expensive items. Book holdings for this division were accessed in March 2004. The overall picture is supplied by the chart on this page. On the surface the division looks good, but the picture changes when the subject areas within the division are examined. A key perspective of this picture is the less than critical age factor of the division's holdings. The areas of British Literature, American Literature, and General Literature / Composition were reassessed to produce a more accurate picture of book holdings.

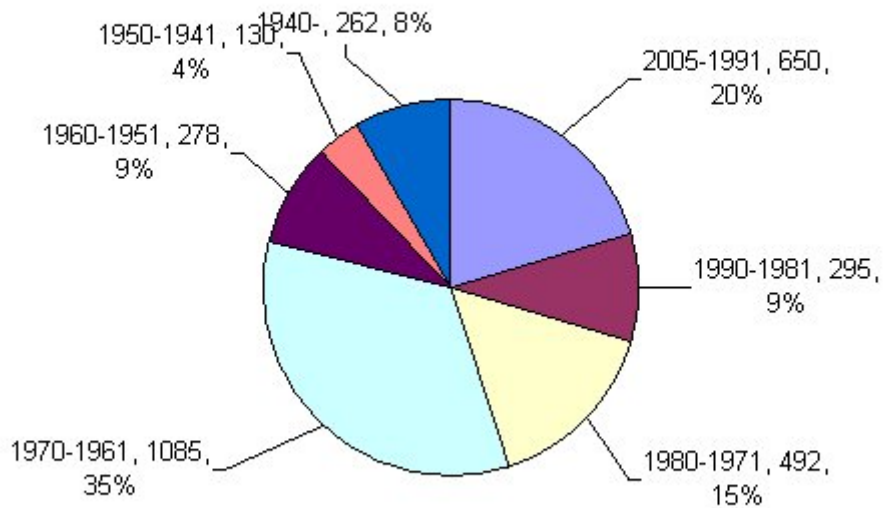
Humanities Combined (24057 Items) 16 March 2004



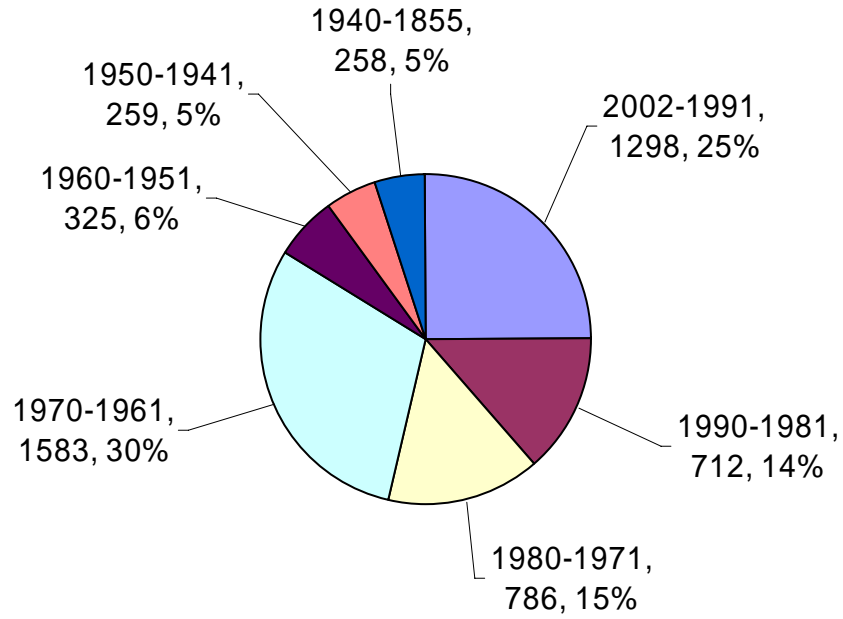
General Literature/Comp. PN (5716 Items)



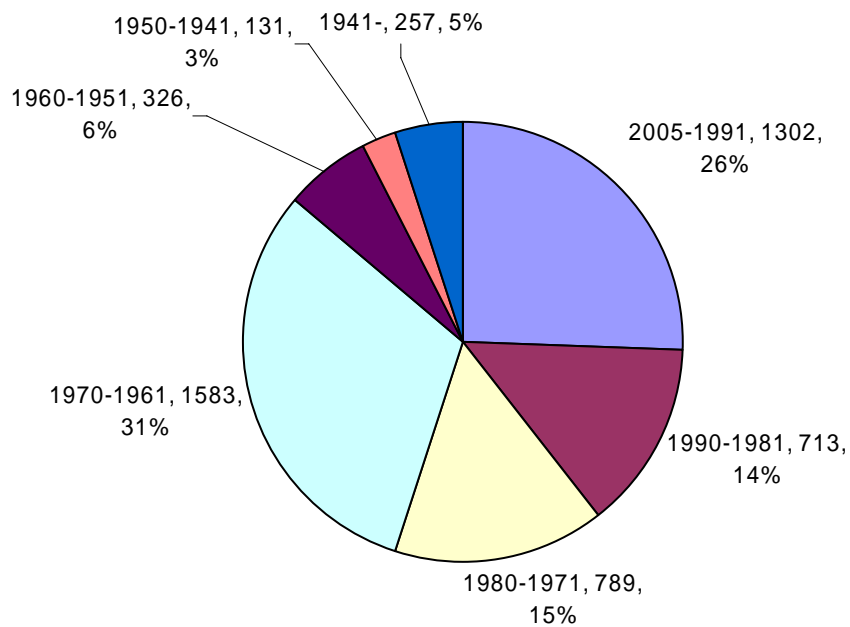
GENERAL LITERATURE/COMP (PN) (3192 items) 1 June 2005



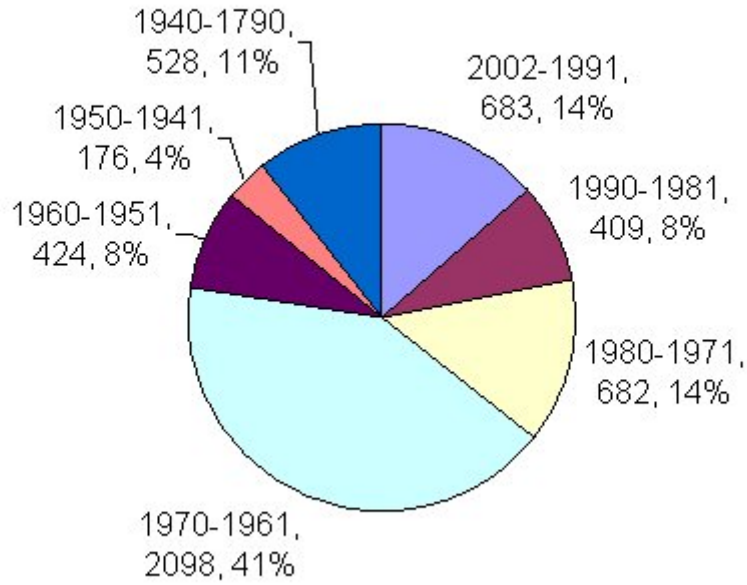
American Literature PS (5092 Items) 16 March 2004



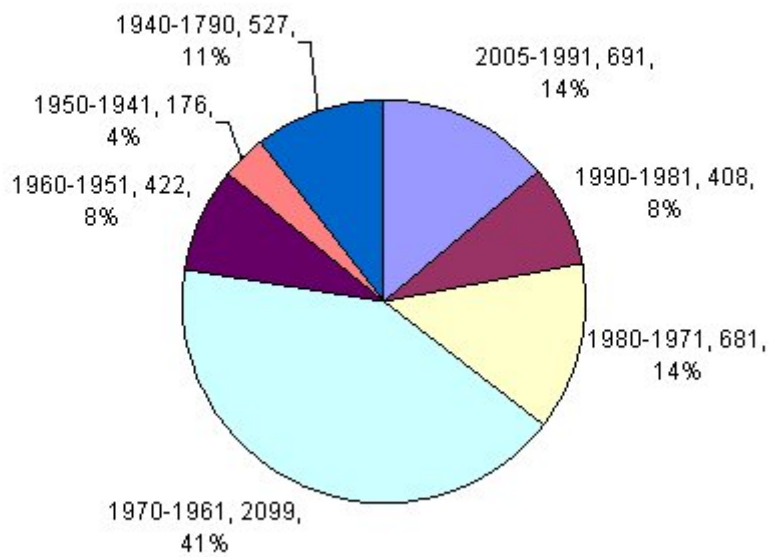
AMERICAN LITERATURE (PS) (5101 items) 1 June 2005



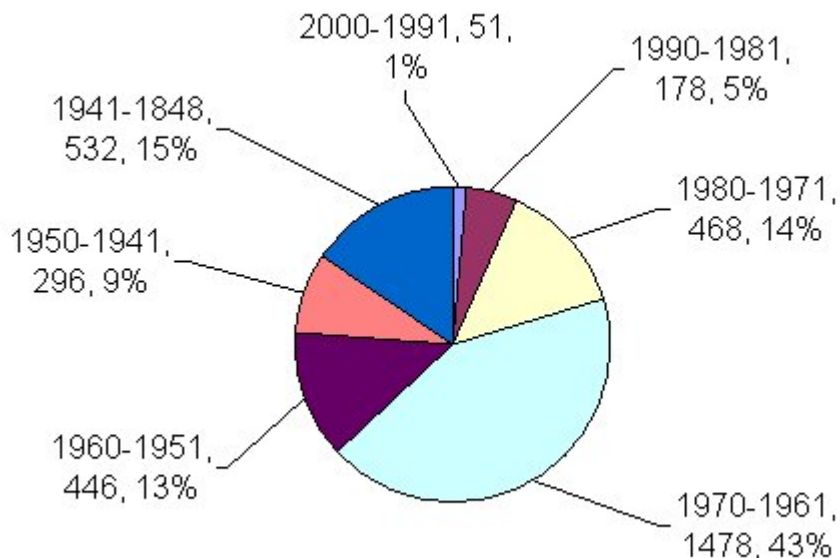
**British Literature PR (4999 Items)
18 March 2004**



**British Literature (PR) (5004 items)
8 June 2005**

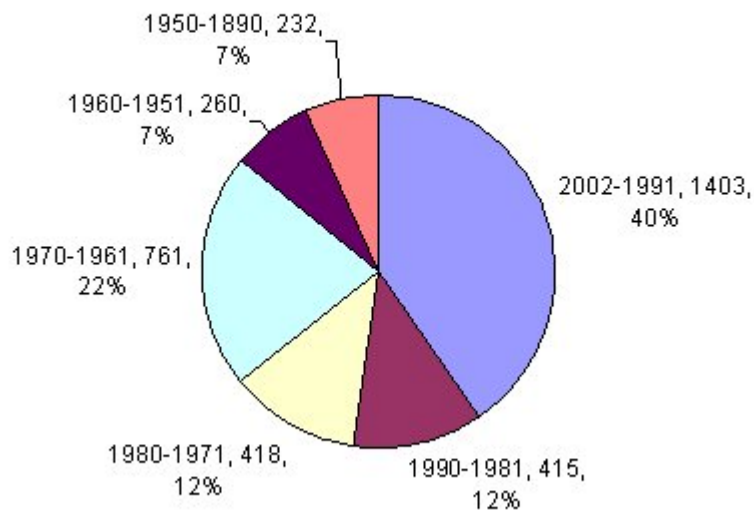


Fiction PZ (3448 Items) 18 March 3004



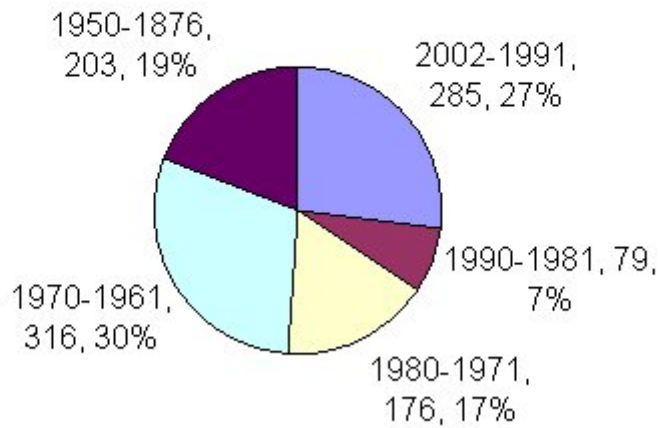
The fiction area requires great attention. Faculty and student input will be used to upgrade this collection to reflect their reading interest. Comments on the library annual survey for FY 05 reflected this also.

Philosophy/Psychology (B-BJ) (3489 items) 18 March 2005



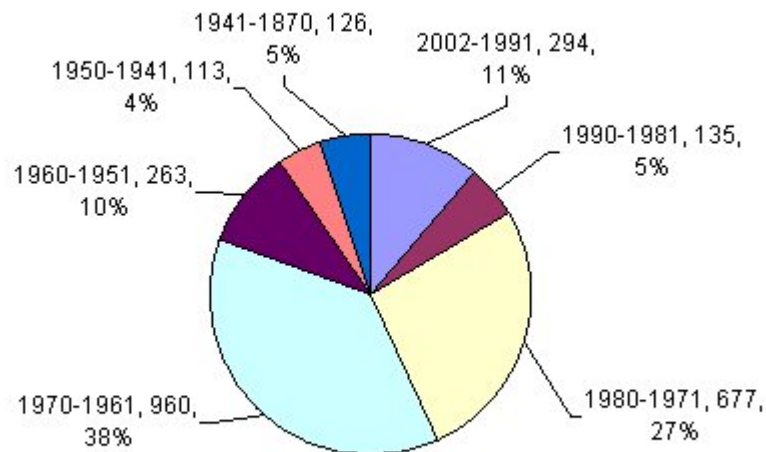
This area matched well with the benchmark date range and will fall low on the priorities list of collection development areas. It will still be weeded to insure overall collection quality.

Music M-MT (1059 Items) 18 March 2005



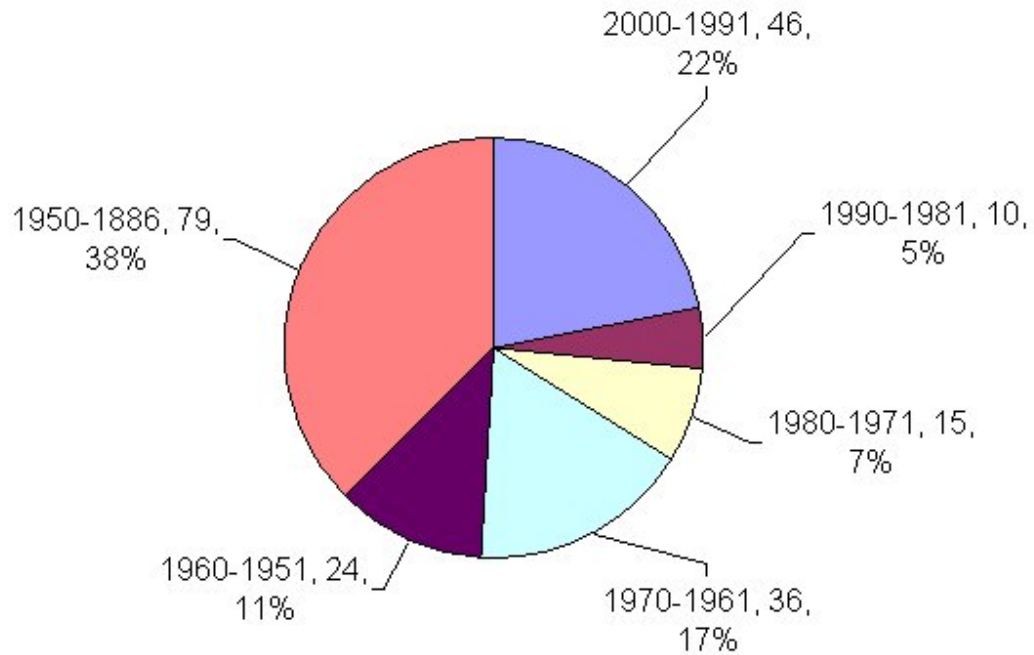
Music matched up well with the benchmark date range. Weeding will be required for overall collection quality.

Fine Arts N-NK (2569 Items) 18 march 2005



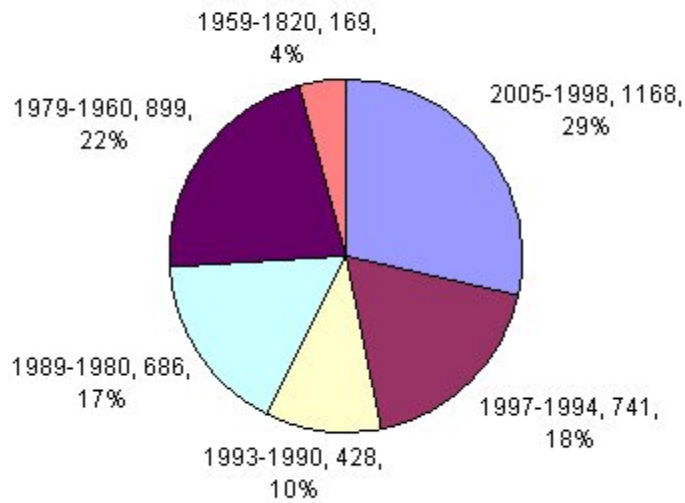
This area matched well with the benchmark date range and will fall low on the priorities list of collection development areas. It will still be weeded to insure overall collection quality.

Language PC,PD (210 Items) 18 march 2004

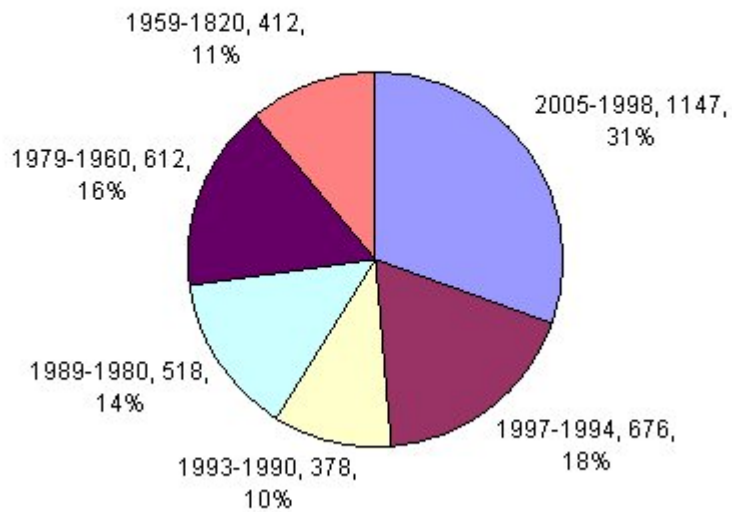


This area of the collection matched fairly well with the benchmark date range but needs heavy weeding.

Nursing (R-RT) 4 Nov. 2002



Nursing (3743 items) March 2005



Nursing matched the benchmark date range well. This division undergoes accreditation in shorter intervals, and the result is their holdings are weeded more often.

Library Staff Levels:

In terms of staff Roberts Memorial Library is composed of:

- 1) Paul Robards: Director of libraries (MLIS)
- 2) Andrea Sheffield: Administrative Assistant to the Director/materials purchaser
- 3) Linda Smith: Technical Services Assistant/Interlibrary Loan Officer
- 4) Tammy Coody: Technical Services Assistant/GIL EXPRESS officer
- 5) Jason Patterson: Library Assistant Dublin Center Library (AA)
- 6) Peggy Maddox: Circulation Assistant (Part-Time 18 hrs)
- 7) Nannette Whedon: Evening Library Assistant (Part-Time 18 hrs)
- 8) Sherry Wiles: Evening Library Assistant (Part-Time 18 hrs)
- 9) Anne Lawrence; Dublin Center Library Coordinator (MLIS)
- 10) Blanch Farley: Reference/Instruction Librarian(MLIS)

Summary:

Cochran- 5 Full-Time
3 Part-Time

Dublin- 2 Full-Time

In the last week on Sept., 2005, a request for information was sent to the RACL listserv regarding staffing levels. Five of 12 two-year colleges responded to the request for information. The results were tabulated and averaged. The result was an **average staffing level of 6.2 full-time staff and 3.2 part-time staff. MGC has 7 full time staff and 3 part-time staff between two locations. In short MGC libraries are adequately staffed. Adjustments to specific staff needs at the two locations could be made to better serve our patrons.** More accurate comparisons can be made when more respondents comply with the information request.

SUMMARY

Generally speaking Roberts Memorial Library supports the informational needs of the faculty, students, staff, and community of Middle Georgia College. The materials presented in this Library Program Review support this statement. The overall collection age of the library must be lowered, but this is the case for all institutions of the BOR save the flagship members of our organization. Roberts Memorial Library compares well with similar BOR member institutions. In preparing documentation for the proposal for several four-year programs at MGC, comparative data was gathered and a document was produced which supports this position. MGC will be able to upgrade the collections in these areas with relative ease using existing budget resources.

Roberts Memorial Library assisted MGC and Georgia Aviation & Technical College in establishing library services which include interlibrary loan, online card catalog, and document delivery. Bibliographic instruction will be supplied until the librarian at GATC is trained and has received the required MLIS degree. The book stock for this library has been identified and vendors have been located. One unique collection of materials that will need to be developed for Roberts Memorial library to support the approved four-year Aviation programs is Aviation Law and Insurance. These items have been identified and will be ordered pending final approval of the perspective programs. The serials for this area have been identified and ordered by GATC staff. These materials are not required immediately but this proactive approach will establish and maintain high quality library services and general SACS and COC readiness.

Paul E. Robards
Director of Libraries