



## Evaluation Plan for Administrative Departments

Program Information	
Department	Boatwright Memorial Library
Reporting Vice President	Kathy Monday
Fiscal Year <i>(in which data will be collected)</i>	2013
Contact Person	
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Title	Director, Outreach Services
Department	Boatwright Memorial Library
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Department Mission Statement	
<p><b>Mission Statement:</b> Boatwright Memorial Library empowers University of Richmond community members to excel in their academic, intellectual, and individual pursuits by providing diverse information resources, personalized services, and creative learning spaces.</p> <p><b>Vision Statement:</b> As stewards of knowledge, we will inspire growth of personal and academic potential, cultivate diversity, and foster joy in lifelong learning.</p>	

## Strategic Plan Principles

- I. Integrated Academic Enterprise
- II. Diversity and Inclusivity
- III. Access and Affordability
- IV. Community Engagement
- V. Student Experience

## Department Goals

### **Boatwright Library Strategic Priorities and Objectives**

#### **1) Spaces to inspire learning, innovation, connections, and discovery**

- a. Transform space to more fully address needs of the University's students, faculty and staff
- b. Create spaces to engage the greater Richmond community
- c. Adapt to changing student learning preferences
- d. Cultivate opportunities for additional space

#### **2) Resources to promote learning, innovation, connections, and discovery**

- a. Align curriculum and collections
- b. Provide easy access to all collections
- c. Assure collection reflects the needs of the University's diverse and inclusive community
- d. Capitalize on potential of new technologies
- e. Support continuous development of staff knowledge and commitment to service
- f. Ensure reliable access for library users to state-of-the-art equipment
- g. Adapt services and resources to the changing needs of the University community
- h. Pursue opportunities for collaboration with internal and external partners

#### **3) Communication and education to accelerate learning, innovation, connections, and discovery**

- a. Strengthen information literacy of library users
- b. Communicate the opportunities offered by existing library resources and services
- c. Educate the University community on the value and potential of expanded library services and resources

<b>Means of Evaluation and Targets</b>		
<b>Outcome 1</b>		
Outcome Description	First Year Seminar students will be able to effectively access and utilize information from a variety of sources.	
<i>Principles and Goals Addressed by This Outcome</i>	Strategic Plan Principles: <input checked="" type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> V	
	Dept Goals: The library will provide communication and education to accelerate learning, innovation, connections, and discovery in order to strengthen information literacy of library users	
<b>1<sup>st</sup> Means of Evaluation</b>	Means of Evaluation	Students' achievement of this outcome will be assessed using a writing assignment selected by the instructor as appropriate for the learning outcome.
	Target	70% of students will be rated as "meets expectations" or "exceeds expectations" for each criterion on the rubric.
	Data Source	All students enrolled in a First Year Seminar in the spring semester will be assessed on this outcome by the seminar instructor.
	Means of Scoring	Student work will be scored using a standardized rubric by faculty members teaching the courses. Scores will be reported for each criterion on the rubric in raw numbers for each scale point category. Librarians will receive results for further analysis and review.
<b>2<sup>nd</sup> Means of Evaluation</b>	Means of Evaluation	First Year Students will be tested on their knowledge of selected FYS information literacy goals through a pre-test and post-test of 7 questions. The pre-test will be administered in August and September of 2012. The post-test will be administered in April of 2013.
	Target	70% of the students will score 80% or better on the post-test in April 13.
	Data Source	The pre-test and post-test will be administered through the use of Captivate quiz software. Results will be provided through the quiz generator software on Blackboard. Our goal is that 90% of all first year students will complete the tests.

	Means of Scoring	Blackboard quiz software will provide the results by scoring each test and providing a report reflecting the overall scores of all students who complete the pre-test and post-test.
<b>Outcome 2</b>		
	Outcome Description	The Bibliographic and Digital Services department will provide resources and services to meet the needs of the faculty, students, and staff who are currently utilizing the Rare Books and Special Collections materials while also working to increase and expand the utilization of these resources.
	<i>Principles and Goals Addressed by This Outcome</i>	Strategic Plan Principles: <input checked="" type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> V
		Dept Goals: Resources to promote learning, innovation, connections, and discovery: <ul style="list-style-type: none"> <li>• Provide easy access to all collections</li> <li>• Assure collection reflects the needs of the University's diverse and inclusive community</li> <li>• Adapt services and resources to the changing needs of the University community</li> </ul>
<b>1<sup>st</sup> Means of Evaluation</b>	Means of Evaluation	Counts of the number and types (affiliation) of patrons using Rare Books & Special Collections materials, data reflecting when materials are used, data reflecting what types of materials are used, and what subject areas are used.
	Target	The initial year (2011-2012) will provide baseline data.
	Data Source	Statistics generated by the library's Voyager integrated system and staff-generated statistics.
	Means of Scoring	Data will be analyzed for the years 2011/2012, 2012/2013 and 2013/2014.
<b>Outcome 3</b>		
	Outcome Description	The Music Library will increase the utilization of Dance materials (books, DVDs, videos) by faculty and students for research assignments and further study.

<i>Principles and Goals Addressed by This Outcome</i>		Strategic Plan Principles: <input checked="" type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> V
		Dept Goals: Resources to promote learning, innovation, connections, and discovery and to provide easy access to materials.
<b>1<sup>st</sup> Means of Evaluation</b>	Means of Evaluation	Circulation statistics from the library's Voyager system will be used to compare use from FY 11-12 to FY 12-13. These years will provide a comparison of use in their previous location in Boatwright to their new location in the Music Library. Data will assist the Head, Music Library to promote the collection and assess its effectiveness in a new location.
	Target	The past year and the upcoming year will provide baseline data on the number of Dance materials that are circulated to both students and faculty. We anticipate a 10% increase in circulation.
	Data Source	Circulation Statistics from the library's voyager system.
	Means of Scoring	Statistical Reports for the call numbers of dance materials will be analyzed by the Head of the Music Library. Comparisons will be made on the circulation numbers in FY 11-12 and FY 12-13 and reported in an Excel spreadsheet.
<b>Plan for Use and Dissemination</b>		
How will data be used to make decisions?		<p>Data for the FYS assessment will assist us in demonstrating how the library contributes to student learning at the university, with an emphasis on the information literacy goals of the FYS Curriculum.</p> <p>The continued study of Rare Books and Special Collections will assist us with identifying ways to develop a more robust service and promotion of these unique materials. The data may also assist us in future space planning for Rare Books and Special Collections.</p> <p>Circulation data for the dance materials will assist the Head of the Music Library in making decisions about promoting the collection to faculty and staff and how they can utilize the material for research assignments.</p>
How will results be shared?		Results will be discussed and shared with the Library Assessment Committee, the University Librarian and staff who are conducting the various studies. We will also share the results with all library staff through a scheduled Library Assessment Forum. Results from the FYS assessment will be shared with FYS faculty .

**VP Approval**

Please send copy of this plan to the reporting VP for review.

**WHEN COMPLETED, SEND AS E-MAIL ATTACHMENT TO:  
ASSESSMENT@RICHMOND.EDU.**