

Assessment Cycle 2024 – 2025

Northwestern State University Libraries

Prepared by: Dr. Megan Lowe, Director of Libraries

Date: 13 June 2025

Approved by: Dr. Greg Handel

Date:

University Mission. Northwestern State University is a responsive, student-oriented institution committed to acquiring, creating, and disseminating knowledge through innovative teaching, research, and service. With its certificate, undergraduate, and graduate programs, Northwestern State University prepares its increasingly diverse student population to contribute to an inclusive global community with a steadfast dedication to improving our region, state, and nation.

Library Mission. Northwestern State University Libraries are a responsive student-oriented institution committed to acquiring, creating, and disseminating knowledge and information to provide innovative research and services to faculty, staff, and students of the university and surrounding areas. The university libraries recognize the need to participate in an inclusive, global community with a steadfast dedication to improving our region, state, and nation.

Methodology

The assessment process includes four steps:

- (1) Data from assessment tools (both direct and indirect, quantitative, and qualitative) are collected and returned to the library director.
- (2) The library director, assisted by department heads, will analyze the data to determine whether the applicable outcomes are met.
- (3) Results from the assessment will be discussed with the appropriate staff.
- (4) The library director, in consultation with the staff and senior leadership, will determine proposed changes to measurable outcomes, tools for the next assessment period, and, where needed, service changes.

Service Outcomes.

SO 1. University Libraries. Provides university library services: circulation, reference, interlibrary loan, and database resources and encourages resource usage by university faculty, staff, and students.

Measurement 1.1. Record and monitor statistics from the 2023-2024 and 2024-2025 statistical reports on reference, circulation, interlibrary loan, and database usage as obtained from Watson Memorial Library. No increase was intended to be assessed, as concerns around the accuracy of the numbers being reported gave rise to the

Assessment Cycle 2024 – 2025

notion that University Libraries was attempting to compare apples and oranges, making any attempt enable increases may be futile. While increases/decreases are being noted in the following table, along with the percentage of change, these numbers are part of the monitoring effort and not meant to be indicative of success or failure.

Service	2024-2025	2023-2024	+/-	%
Reference	2,293	2,044	+249	+12.2%
Circulation	4,964	6,255	-1291	-20.6%
Interlibrary Loan (ILL)	1,328	1,446	-118	-8.2%
Database Access	9,892,469	10,362,231	-469,762	-4.5%
Gate Counts	81,620	84,841	-3,221	-3.8%

Finding. The target was met.

Analysis. In AC 2023-2024 the target was not met. There were declines and decreases across the board in several targeted service areas, though Reference and Circulation saw increases in that time period. The significance of those changes gave rise to the aforementioned concerns about apples-to-oranges comparisons and the decision to no longer advocate for increases in statistics for the time being. University Libraries simply intended to record statistics for the coming year and potentially for the next year and monitor. Based on the AC 2023-2024 results analysis, library personnel recorded and reported statistics with the addition of adding gate counts to the monthly reported statistics with a view towards adding them to the annual report.

All statistics were recorded and reported to the Director of University Libraries. Per the 2023-2024 report, the decision was made to add gate counts from Watson Library to the monitored statistics. The baseline total for the year (through May 2024) was documented here for monitoring moving forward.

As a result of these changes, in AC 2024-2025, the target was met.

Decision. In AC 2024-2025, the target was met in every area. Based on the 2024-2025 results analysis, the decision has been made to monitor these statistics and abstain from recommending increases. Gate count numbers will remain a part of the statistics being monitored. There remains interest in taking hourly headcounts on the individual floors in conjunction with gate counts during the fall and spring semesters. We informally tested this possibility this year and plan to do so through the rest of 2025. We will also add another metric for monitoring: Circulation desk question statistics. This metric is recorded

Assessment Cycle 2024 – 2025

but has not been reported but will be included for next year. A baseline is already available.

It should be noted that the LOUIS consortium, of which University Libraries is a member, is in the process of considering changing library services platforms (LSP). Depending on what LSP the consortium opts to select, future numbers reporting may become more accurate, as the options the consortium are considering would allow for more integration of services and therefore reporting. This circumstance also advocates against looking for increases in usage and to simply monitor these numbers.

Measurement 1.2. Update library policies and job descriptions. Library policies have not been updated consistently since 2016 (as far as can be determined), and several policies no longer seem relevant and therefore in need of elimination. Therefore, continuing from the 2023-2024 cycle, the University Libraries policies will be reviewed and updated. Similarly, it does not appear that University Libraries job descriptions have been updated with anything resembling regularity. Therefore, for the 2024-2025 cycle, position descriptions for all University Libraries jobs were reviewed and updated.

Finding. The target was not met.

Analysis. In AC 2023-2024, the target was not met. However, progress was made on both fronts. University Libraries personnel have been involved in the process of reviewing policies and job descriptions and offering feedback and input. Policies have been assessed in terms of relevance and are still being discussed. A shared tracking document was created that guides discussion and updating efforts.

All job descriptions were reviewed and all feedback/input has been applied to all of the descriptions. All job descriptions have been fully updated. The completed job descriptions have been submitted to the Provost for review, per his request. Once he has approved them, they will be submitted to Human Resources.

As a result of these changes, in AC 2024-2025, the target was not met.

Decision. In 2024-2025, the target was not met. Based on the analysis of 2024-2025, University Libraries will implement the following plan. The review and revision of policies will proceed until complete. The intention is for all policies to be reviewed by the end of Summer 2025, revised where appropriate, and archived where unnecessary or unneeded.

Comprehensive Summary of Key Evidence of Improvement Based on the Analysis of Results. All of the statistics selected for monitoring for Measurement 1.1 were recorded and reported, meaning the target was met. There was concern that the reporting methods may be at fault (apples-to-oranges) and may need to be reconsidered, meaning recommendations for increasing numbers may be complicated. Therefore, University Libraries intends to continue to record and report numbers. All job descriptions were reviewed and submitted for approval, but not all policies have been

Assessment Cycle 2024 – 2025

reviewed and/or revised at this time.

Plan of Action. With regard to Measurement 1.1, University Libraries suspends the pursuit of increases in numbers and for the next year (at least) only monitor and record the current set of statistics. We will also add another metric for monitoring: Circulation desk question statistics. The potential implementation of a new LSP may affect how statistics are obtained, so monitoring remains the most judicious approach. With regard to Measurement 1.2, the policies will be examined until all policies are reviewed, retained or discarded, and updated to reflect current practice. They will then be submitted for approval to the appropriate authority on campus (Academic Affairs for policies).

Primary responsibility: Dr. Megan Lowe, Director of University Libraries.

Assessment Cycle 2024 – 2025

SO 2. Library Instruction. Watson Library provides library instruction in a variety of formats to faculty and students. Library instruction includes individual research consultations to help students and faculty find and evaluate the best resources for basic or advanced research. LibGuides supplement library instruction by providing additional subject content online.

Measure 2.1. Students will use online LibGuides to obtain or supplement instruction in library resources, research methods, and information literacy. A 5% increase in total LibGuide usage will continue to be the target.

Finding. The target was not met.

Analysis. In AC 2023-2024, the target was not met. In AC 2023-2024, the total number of LibGuide all-page views for the academic year totaled 17,154 views, and the LibGuide homepage user views totaled 1,938. In AC 2024-2025, LibGuide all-page views totaled 17,382, which was an increase of 1.3% from the previous year. LibGuide homepage views for AC 2023-2024 totaled 2,006, representing a 3.1% increase; however, the target increase was not met.

Based on the analysis of the AC 2023-2024 results, the library teaching faculty's plan of action for AC 2024-2025 to drive the cycle of improvement included deleting or revising outdated Guides and creating new Guides by subject and class. Additionally, the teaching faculty would promote the updated LibGuides through classroom instruction and faculty collaboration. LibGuides have been reorganized by subject, and progress has been made on deleting and revising outdated information. LibGuide statistics did increase slightly in both areas from AC 2023-2024; however, the project is still ongoing and progressing with updating Guides. Due to LibGuide revisions and updates not being finalized, the teaching faculty could not fully implement the plan to promote LibGuides through classroom instruction or faculty collaboration.

Consequently, the target was not met.

Decision. Based on the analysis of the results from AC 2024-2025, in AC 2025-2026, the library teaching faculty will continue revising Guides and creating new Guides by subject and class to drive the cycle of improvement. Additionally, the teaching faculty will promote the updated LibGuides through classroom instruction and faculty collaboration. A target of 5% usage increase will be maintained for 2025-2026.

Measure 2.2. Students benefit from individual research consultations when assigned or initiated. This measure will use a brief survey to follow up with students about how their research consultations contributed to their projects or papers. The target for this measure is a survey completion rate of 60% and a 70% session satisfaction rating of "good" or "excellent".

Finding. The targets were met (survey completion), met (satisfaction rating).

Analysis. In AC 2023-2024, students completed and returned 72% of the surveys. The

Assessment Cycle 2024 – 2025

research consultation satisfaction survey received a rating of “excellent” on 100% of the returned surveys, exceeding the 70% target measure. In AC 2024-2025, students completed and returned 67% of the surveys. Research consultation surveys received a rating of “excellent” on 100% of the completed surveys, with library instruction receiving a rating of “very satisfied” by 84% of respondents. Based on the analysis of the AC 2023-2024 results, the library teaching faculty implemented the following changes to drive the cycle of improvement: both the research consultation survey and library instruction surveys created in Microsoft Forms will continue to be used to measure session satisfaction. Library survey questions and comments are useful tools for developing greater instruction and reference skills and measuring patron satisfaction. Both forms were administered through email, with a survey completion rate of 60% and a 70% session satisfaction rating of “good” or “excellent” as the target for AC 2024-2025. The library survey forms were completed at 67%, with 100% of respondents reporting a rating of “excellent” on the research consultation surveys, and 84% “very satisfied” on the library instruction surveys, exceeding the completion rate of 60% and 70% session satisfaction targets.

Decision. Based on the analysis of the results from AC 2024-2025, in AC 2025-2026, the library teaching faculty will implement the following changes to drive the cycle of improvement: both the research consultation survey and library instruction surveys created in Microsoft Forms will continue to be used to measure session satisfaction. Both survey questions and comments are useful tools for developing greater instruction and reference skills and measuring patron satisfaction. These forms will continue to be administered through email. A survey completion rate of 60% and a 70% session satisfaction rating of “good” or “excellent” will be maintained for AC 2025-2026.

Comprehensive Summary of Key Evidence of Improvement Based on the Analysis of Results. The library teaching faculty's plan of action for AC 2024-2025 to drive the cycle of improvement included deleting or revising outdated Guides and creating new Guides by subject and class. Additionally, the teaching faculty would promote the updated LibGuides through classroom instruction and faculty collaboration. However, the target of a 5% increase in LibGuide all-page views was not met. LibGuide statistics did increase slightly in both areas from AC 2023-2024; however, the project is still ongoing and progressing with updating Guides. Due to LibGuide revisions and updates not being finalized, the teaching faculty could not fully implement the plan to promote LibGuides through classroom instruction or faculty collaboration. However, the target completion measure of 60% for the library surveys was met with 67% of surveys completed and returned by students with 100% of respondents reporting a rating of “excellent” on the research consultation surveys, and 84% “very satisfied” on the library instruction surveys, exceeding the completion rate of 60% and 70% session satisfaction targets.

Plan of Action Moving Forward. The LibGuide administrator will revise Guides and create new Guides by subject and class to drive the cycle of improvement. Additionally, the teaching faculty will promote the updated LibGuides through classroom instruction and faculty collaboration. For assessment purposes, the research consultation satisfaction survey will be maintained, as well as the library instruction satisfaction

Assessment Cycle 2024 – 2025

survey. Both surveys will be administered electronically through Microsoft Forms.

Primary responsibility: Anna T. MacDonald, Head of Information Literacy, Library Instruction, & Reference.

Assessment Cycle 2024 – 2025

SO 3. Library faculty at the Shreveport Nursing Library at the College of Nursing and Allied Health (CONSAH) provides individual research consultations and delivers library instruction in-person, via hybrid, and online. These services support nursing and allied health students and faculty by: (1) Assisting in identifying the best resources for conducting both basic research and comprehensive literature reviews; (2) Training students in the PICO (Population, Intervention, Comparison, Outcome) process; (3) Teaching how to evaluate evidence-based research; (4) Enhancing understanding of qualitative and quantitative research and their methodologies; (5) Providing instruction on the use of systematic review software and citation management software.

Measure 3.1. Increase the number of CONSAH students utilizing research consultations across all Nursing and Allied Health programs at the Shreveport, Natchitoches, Leesville, and Alexandria campuses. Target / Key Performance Indicator (KPI): Achieve a 50% increase in student research consultations compared to the prior year. Benchmark:

Performance will be measured against the actual number of consultations conducted, based on a 12-month rolling average tied to fall enrollment data.

Finding. The target was not met.

Analysis. In AC 2024–2025, the target was not met. Library consultations declined from 74 in the previous year to 54. This represents a drop from 2.68% of CONSAH's Fall 2023 enrollment (2,759 students) to 2.22% of Fall 2024 enrollment (2,423 students). Over the same period, total enrollment decreased by 336 students—a year-over-year decline of 12.2%. In addition to the drop in enrollment, the percentage of students utilizing library consultations also declined. Despite the efforts of the CONSAH librarian, the target was not met.

Decision. In 2024-2025, the target was not met. Therefore, the CONSAH librarian will administer a brief satisfaction survey to selected students and faculty following research consultations, using a questionnaire developed by the Library Teaching Faculty. The goal is to achieve a 96% satisfaction rate. While the satisfaction target was met, the number of students utilizing consultation services fell short of expectations. Based on the analysis of 2024-2025, the librarian will implement enhanced marketing and outreach efforts to increase awareness and participation, with the aim of meeting consultation engagement goals.

Measure 3.2. Increase student participation in face-to-face, online, and hybrid library instruction sessions. Instruction areas include database searching, citation management tools, and systematic review software.

Finding. The target was met.

Analysis: In AC 2024–2025, the target goal was successfully met. This finding indicates that the implementation strategies were effective. The number of library instruction sessions increased from 883 in 2023–2024 (32% of enrollment) to 1,456 in 2024–2025

Assessment Cycle 2024 – 2025

— an increase of 60.64%. This surpasses the 50% growth target (1,324 sessions), demonstrating a strong improvement in student engagement and instructor engagement with library instruction. This is the third year CON-SAH library faculty actively promoted the Microsoft "Stream" SharePoint Video Trainings and SharePoint Slide Deck presentations to Nursing and Allied Health instructors. All undergraduate instructors included video training links for CINAHL, PubMed, and PICOT in their class Moodle shells, while graduate instructors also added "Stream" Rayyan.AI video-training links. Both undergraduate and graduate instructors promoted APA bibliographic training materials (LibGuides) to all students. Additionally, MSN and DNP graduate nursing students are required to complete graded search exams using CINAHL, PubMed, and Rayyan.AI. A passing grade on the search examination for each module is accepted as video training completion. While there is strong support from undergraduate nursing instructors, nursing research is less emphasized at the undergraduate level, where the primary focus is on teaching core nursing concepts. When possible, the instructional librarian incorporates lessons on PICOT, Boolean logic, and the proper use of medical terminology (MeSH) into undergraduate training. In the 2024-2025 Academic Year, the CONSAH instructional librarian updated video training materials and Microsoft PowerPoint presentations.

As a result of these efforts, in AC 2024-2025, the target was met.

Decision. In AC 2024-2025, the target was met. Based on the analysis of the 2024-2025 findings, the CONAH librarian will pursue the same target in 2025-2026, as a new crop of students begins every year.

{Graph follows on next page}

Assessment Cycle 2024 – 2025

YTD Statistical Measures for CONSAH Library

1	Shreveport Yearly Report 2024-2025																		
2	2024									2025									
			July	Aug.	Sept.	Quarter Total	Oct.	Nov.	Dec.	Quarter Total	Jan.	Feb.	Mar.	Quarter Total	Apr.	May.	Jun.	Quarter Total	Year to Date Total
3																			
4	Circulation																		
5	Initial transactions		0	0	1	1	1	2	1	4	0	2	1	3	1	1	0	2	10
6	Renewals		0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	2	2
7	In-house usage		0	1	1	2	0	0	0	0	0	3	2	5	4	1	0	5	12
8	Shreve Mem books		0	0	0	0	0	0	0	0	1	1	3	5	3	2	0	5	10
9	Totals		0	1	2	3	1	2	0	4	1	6	6	13	10	4	0	14	34
10																			
11	Reference																		
12	In-house/person		6	19	0	25	0	10	2	12	11	15	8	34	13	20	0	33	104
13	Phone		14	6	0	20	0	1	5	6	9	12	6	27	5	12	0	17	70
14	Email		169	36	0	205	0	15	24	39	63	84	46	193	45	38	0	83	520
15	Totals		189	61	0	250	0	26	31	57	83	111	60	254	63	70	0	133	694
16																			
17	Research Consults																		
18	Undergraduate		1	2	0	3	0	1	2	3	1	2	0	3	3	2	0	5	14
19	Masters		4	4	0	8	0	4	0	4	0	2	4	6	1	1	0	2	20
20	Doctorate		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
21	Faculty		0	8	0	8	0	0	0	0	3	4	3	10	2	0	0	2	20
22	Totals		5	14	0	19	0	5	2	7	4	8	7	19	6	3	0	9	54
23																			
24	Library Instruction																		
25	No. Lib classes		0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	1
26	No. of students		0	0	0	0	0	0	0	0	11	0	0	11	0	0	0	0	11
27													0						
28	Webex Classes		0	3	0	0	0	0	0	0	0	2	0	2	0	1	0	1	3
29	No. of students		0	3	0	3	0	0	0	0	0	2	0	2	0	16	0	16	21
30																			
31	Video Trainings																		
32	No. of graduate classes		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	90
33	(see CRM class stats)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1426
34	Total Trainings																		1,458
35																			
36	Tours / Groups		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
37	No. of visitors		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Assessment Cycle 2024 – 2025

38																			
39	No. faculty LIB/LRC		4	4	0	8	0	6	7	13	3	13	11	27	22	12	0	34	82
40	No. of students		17	69	0	86	0	20	37	57	5	22	24	51	76	47	0	123	317
41																			
42	No. tests proctored		134	26	0	160	0	32	74	106	35	81	65	181	193	93	0	286	733
43	Other tests proctored		0	3	54	57	160	76	149	385	10	53	77	140	128	85	0	213	795
44	Totals		134	29	54	217	160	108	223	491	45	134	142	321	321	178	0	499	1,528
45																			
46	Interlibrary Loans																		
47	Borrowed		3	2	15	20	27	8	1	36	2	2	4	8	4	1	0	5	69
48	Loaned		10	8	8	26	13	11	2	26	5	13	16	34	15	8	0	23	109
49	Doc. Delivery		1	1	0	2	0	1	0	1	0	0	2	2	0	1	0	1	6
50	Totals		14	11	23	48	40	20	3	63	7	15	22	44	19	10	0	29	184
51																			
52	Hours open																		
53	Week 1		29	42	0	70	0	0	50	50	0	51	28	79	52	52	0	104	303
54	Week 2		39	35	0	74	0	0	51	51	28	52	52	132	52	52	0	104	361
55	Week 3		42	3,825	0	3,867	0	0	41	41	52	51	52	155	48	42	0	90	4,153
56	Week 4		42	49	0	91	0	0	0	0	16	49	42	107	49	42	0	91	289
57	Week 5		0	52	0	52	0	0	0	0	52	0	0	52	0	33	0	33	137
58	Totals		152	4,003	0	4,154	0	0	142	142	148	203	174	525	201	221	0	422	5,242
59																			
60	Gate count/week																		
61	Week1		164	344	342	850	332	518	572	1,422	0	573	143	716	396	380	0	776	3,764
62	Week 2		288	88	642	1,018	282	469	266	1,017	101	393	349	843	491	567	0	1,058	3,936
63	Week 3		232	79	492	803	384	235	260	879	482	406	326	1,214	273	53	0	326	3,222
64	Week 4		258	381	491	1,130	280	0	0	280	114	562	171	847	409	142	0	551	2,808
65	Week 5		0	428	0	428	383	0	0	383	432	0	0	432	0	127	0	127	1,370
66	Totals		942	1,320	1,967	4,229	1,661	1,222	1,098	3,981	1,129	1,934	989	4,052	1,569	1,269	0	2,838	15,100
67																			
68	Class Video Training STATS by CRM																		

{Graphs continues on next page}

Assessment Cycle 2024 – 2025

Graduate Student Class Video Trainings – STATS by CRM.

1	TERM	CRM	Class	Instructor	Students	TERM	CRM	Class	Instructor	Students
2	2024 Summer	30134	5995 01i	Johnston/Stigers/et al	28	2025Spring	22864	5010 03i	Johnston / Stigers	13
3	2024 Summer	30135	5995 j2i	Johnston/Tabor	27	2025Spring	22865	5010 04i	Johnston	14
4	2024 Summer	30136	5995 03i	Johnston	27	2025Spring	22866	5010 05i	Johnston	13
5	2024 Summer	30286	5995 04i	Johnston	22	2025Spring	22113	5996 01i	Johnston	8
6	2024 Summer	30739	5995 05i	Clawson/Badeaux/Oliver	7	2025Spring	21191	5996 02i	Williams	4
7	2024 Summer	30287	7002 01i	Clawson/ Topchian	9	2025Spring	21357	5996 03i	Adair	8
8	2024 Summer	30517	7002 02i	Palidano	10	2025Spring	21192	5996 04i	Tabor	7
9	2024 Summer	30554	7002 03i	Ray/Clawson	8	2025Spring	21193	5996 05i	Debose	7
10	2024 Summer	30740	7005 01i	Bergeron/Clawson	15	2025Spring	21368	5996 06i	Zapczynski	8
11	2024 Summer	30256	7012 02i	Pearce/Clawson/Oliver/Steel-Moses	2	2025Spring	21793	5996 07i	Chambers	8
12	2024 Summer	30353	7012 03i	Ray/Clawson/Johnston/Oliver/Steele-Moses	4	2025Spring	21794	5996 08i	Caldwell	8
13	2024 Summer	30258	7012 05i	Hylan/Clawson/Olivier/Steele-Moses	2	2025Spring	21194	5996 09i	Johnston	8
14	2024 Summer	30559	7012 06i	Johnston/Clawson/Olivier/Stafford/Steele-Moses	3	2025Spring	22341	5996 10i	Potter	7
15	2024 Summer	30646	7012 07i	Morris/Clawson/Oliver/Stafford/Steel-Mosis	2	2025Spring	22342	5996 11i	Shelby	9
16	2024 Summer	30637	7012 08i	Paladino/Clawson/Olivier/Steel-Moses	3	2025Spring	22343	5996 12i	Cox-Miller	8
17	2024 Summer	30638	7012 09i	Clawson/Johnston/Olivier/Moses	2	2025Spring	22632	5996 13i	Blue	8
18	2024 Summer	30134	5995 01i	Johnston/Caldwell/Cox-Miller/Debose/Stigers/Williams/Zapinski	28	2025Spring	22653	7011 01i	Topchyan/Badeaux/Steele-Moses	2
19	2024 Summer	30135	5995 02i	Johnston/Tabor	27	2025Spring	21147	7011 02i	Topchyan/Badeaux/Steele-Moses	5
20	2024Fall	10619	5010 01i	Johnston	17	2025Spring	21777	7011 03i	Ray/Clawson/Steele-Moses	4
21	2024Fall	10866	5010 02i	Johnston	13	2025Spring	22652	7011 03i	Topchyan/Badeaux/Steele-Moses	1
22	2024Fall	12478	5010 05i	Debose/Stigers	15	2025Spring	21148	7011 05i	Joslin/Clawson/Stafford/Steele-Moses	2
23	2024Fall	10782	5996 01i	Johnston	8	2025Spring	21149	7011 06i	Johnson/Badeaux/Stafford/Steele-Moses	3
24	2024Fall	12266	5996 02i	Williams	8	2025Spring	21150	7011 07i	Morris/Clawson/Steele-Moses	3
25	2024Fall	10783	5996 03i	Adair	8	2025Spring	22067	7011 08i	Paladino/Badeaux/Steele-Moses	3
26	2024Fall	10784	5996 04i	Tabor	8	2025Spring	22068	7011 09i	Clawson/Steele-Moses	3
27	2024Fall	12267	5996 05i	Debose/Stigers	8	2025Spring	22069	7011 10i	Olivier/Clawson/Stafford/Steele-Moses	1
28	2024Fall	10827	5996 06i	Zapinski	8	2025Summer	30126	5995 01i	Johnston/Caldwell/Cox-Miller/Debose/Stigers/Williams/Zapinski	17
29	2024Fall	11006	5996 07i	Chambers	8	2025Summer	30127	5995 02i	Johnston/Tabor	12
30	2024Fall	12268	5996 08i	Caldwell	8	2025Summer	30128	5995 03i	Johnston	14
31	2024Fall	12754	5996 09i	Johnston	8	2025Summer	30271	5995 04i	Johnston	16
32	2024Fall	12755	5996 10i	Potter	7	2025Summer	30731	5995 05i	Johnston	12
33	2024Fall	12756	5996 11i	Shelby	9	2025Summer	30272	8002 01i	Ray/Clawson	17
34	2024Fall	11117	5996 12i	Cox-Miller	8	2025Summer	30476	7002 02i	Steele-Moses/Clawson	3
35	2024Fall	13094	5996 13i	Blue	8	2025Summer	30511	7002 03i	Ray/Clawson	2
36	2024Fall	11062	7010 01i	Moses/Clawson/Olivier/Stafford/Topchyan	2	2025Summer	30753	7012 01i	Steele-Moses/Clawson/Olivier/Stafford/Topchyan	2
37	2024Fall	11063	7010 02i	Topchyan/Clawson/Olivier/Steel-Moses	3	2025Summer	30243	7012 02i	Topchyan/Badeaux/Olivier/Steele-Moses	5
38	2024Fall	11114	7010 03i	Ray/Olivier/Steel-Moses	4	2025Summer	30332	7012 03i	Ray/Olivier/Steele-Moses	4
39	2024Fall	13095	7010 04i	Topchyan/Badeaux/Olivier/Steel-Moses	3	2025Summer	30754	7012 04i	Topchyan/Badeaux/Olivier/Steele-Moses	4
40	2024Fall	11116	7010 05i	Joslin/Olivier/Stafford/Steele-Moses	2	2025Summer	30244	7012 05i	Joslin/Olivier/Stafford/Steele-Moses	1
41	2024Fall	12106	7010 06i	Johnston/Olivier/Stafford/Steel-Moses	3	2025Summer	30512	7012 06i	Johnson/Olivier/Stafford/Steele-Moses	3
42	2024Fall	12261	7010 07i	O'Con/Olivier/Steele-Moses	3	2025Summer	30568	7012 07i	Morris/Badeaux/Olivier/Steele-Moses	3
43	2024Fall	12369	7010 08i	Paladino/Badeaux/Olivier/Steele-Moses	3	2025Summer	30569	7012 08i	Paladino/Badeaux/Olivier/Steele-Moses	3
44	2024Fall	12370	7010 09i	Clawson/Olivier/Steele-Moses	3	2025Summer	30570	7012 09i	Clawson/Olivier/Steele-Moses	3
45	2024Fall	12371	7010 10i	Olivier/Stafford/Moses	1	2025Summer	30571	7012 10i	Olivier/Stafford/Steele-Moses	1
46	2025Spring	20388	5010 01i	Rennie	15					
47	2025Spring	22047	5010 02i	Rennie	9					
									TOTAL: 713 GRAD STUDENTS VIDEO TRAINED X 2 = 1426 video views	

Assessment Cycle 2024 – 2025

Comprehensive Summary of Key Evidence of Improvement Based on the Analysis of Results.

The assessment summary report for 2024-2025 highlighted significant progress in collaboration with graduate and post-graduate students. Our outreach aimed for a 50% increase, marking a target enhancement. We achieved a commendable rise. Data on graduate and DNP classes by CRM has been submitted and is accurate. Each of the graduate course trains on PubMed, CINAHL and Rayyan using the Library Training Links on the class Moodle shell, providing more accurate information and feedback. Sustaining these gains may prove challenging due to limited feedback from graduate instructors on testing. Some graduate instructors do not require a search exam or will not confirm that each student completes a search exam. Undergraduate nursing instructors are actively integrating APA 7.0 citation skills into their teaching but encounter difficulties with research proficiency. These challenges are compounded by competing demands from nursing accreditation agencies and the Louisiana State Board of Nursing, which prioritize contact hours over library instruction. Despite acknowledging the importance of research skills, undergraduate instructors are reluctant to allocate classroom time for library sessions. This continues to be an ongoing issue. High turnover among nursing adjunct instructors further complicates efforts, as they are less inclined than their full-time (12-month) counterparts to support library instruction initiatives during class time.

Plan of Action Moving Forward. Based on the comparison of results from 2024-2025 and 2023-2024, the following actions are recommended for improvement. Supporting pre-nursing students taking the TEAS Test who are transitioning into the clinical community through face-to-face and Webex orientations to Learning Express remains a significant task. Discontinue disseminating Library news and updates monthly through Dean Badeaux, the Dean of Nursing and Allied Health. She believes that Messenger Announcements are duplicative and does not include newsletters with her email updates like her predecessors, Dr. Clawson and Dr. Hicks. Continue to reach out to undergraduate instructors and request that they mandate Webex library instruction and place training videos in class Moodle shells. Continue contacting DNP and MSN cohorts through their department admins. Obtain class list by CRM through Connect. Offer library social activities twice or three times per year.

Krystyna Tabor replaced Dr. Debra Clarke and is working with Dr. Badeaux to identify research skill gaps through Faculty and Student surveys. The return on these surveys is 15% - 20% and does not identify gaps in learning and practice like post training search exams. Continue increasing the visibility of medical library databases by working with Kerri Christopher who administers electronic and print serials and Michael Matthews who manages electronic library resources. NSULA has never implemented a federated search to the detriment to our students. This results in a less streamlined student and instructor experience when searching databases. While IT constraints affect certain library decisions, many library decisions are made independently within separate departments or teams. Examine the Faculty Survey from the LRITS committee to gather feedback and identify ways to enhance student participation in research consultations. Contact nursing coordinators quarterly to gather their input. Send a quarterly electronic newsletter with instructional training links and a results consultation link to include in the

Assessment Cycle 2024 – 2025

class Moodle Shell. In lieu of reinstating a training database, use the CRM Class model to track graduate classes. There is no clear model to track undergraduate student training nor is there instructor-mandated training at the undergraduate level. Align Krystyna Tabor's student and faculty survey with SO3 Measure 2.

Primary responsibility: Sherri Voebel, Head at CONSAH/Shreveport Library.

Assessment Cycle 2024 – 2025

S.O. 4 NSU Leesville/Ft. Johnson provides services and resources to support the needs of students, faculty, and staff on the Leesville/Ft. Johnson Branch Campus.

Measure 4.1. The NSU Leesville/Ft. Johnson Library associate manager will collect and analyze usage data for the group and individual study rooms with a target of 6% usage rate for AC 2024-2025.

Finding. The target was met.

Month 2024-2025	Study Room Usage
July 2024	0
August 2024	29
September 2024	80
October 2024	76
November 2024	56
December 2024	26
January 2025	62
February 2025	146
March 2025	35
April 2025	121
May 2025	26
TOTAL	657

Analysis. Study room usage in AC 2023-2024 was 459 and increased by 198 in AC 2024-2025. So, there was a 43.14% increase in study room usage from the year 2023-2024 to AC 2024-2025. In AC 2024-2025, the target was met. Based on the analysis in AC 2024-2025, the NSU Leesville Library study rooms were used by the library's community students, faculty, and staff. Total usage of the study rooms over the AC 2024-2025 increased by 198 uses, equating to a 43.14% increase. The target of a 6% usage rate was met.

The 2024-2025 plan of action aimed to improve study room usage and increase visibility, marketing, and usage of study rooms to faculty and students. Specifically, marketing to adjunct and new faculty who may not be aware of the study rooms available to them and their students. The library manager will advertise the rooms through campus flyers, social media, professor letters, e-mail reminders, and library brochures.

As a result of this plan, in AC 2024-2025, the target was met.

Decision. In AC 2024-2025, the target was met. Implementing the plan of action from AC 2024-2025 to collect and analyze usage data for the study rooms, with a target of a 6% usage rate, resulting in a 43.14% increase in total study room utilization. Based on the analysis, the evidence reflects that the marketing efforts set forth by the library manager proved to be highly effective in reaching professors and students. So, to

Assessment Cycle 2024 – 2025

continue this forward momentum, the library manager will persist in working closely with all current and new faculty to increase the visibility of NSU Leesville/Ft. Johnson Library's study rooms by providing flyers, brochures, and e-mail reminders. The recommendation is to increase the target percentage rate to 15% for AC 2025-2026.

Measure 4.2. The library associate manager will communicate with NSU Leesville/Ft. Johnson patrons to assess the effectiveness of current study room policies and procedures with a target response of 3%.

Finding. The target was not met.

	NSU Leesville Study Rooms Usage	15 Surveys Sent Out & 15 Returned
(Completed)	Yes	No
Questions		
Do you use the library study rooms?	14	1
Do you find the study rooms useful?	15	
Do you have other places that you use to study?	12	3
Were the rooms available when you needed them?	14	1
Did you have enough time to get work done?	15	
Totals	70	5

Analysis. In AC 2024-2025, the target increase of 3% was not met with 0% change in returned surveys. According to the data from AC 2023-2024 and AC 2024-2025, survey response rates remained constant at 100%. Based on feedback from the survey, the current study room policies and procedures appear to be effective, but additional efforts may be needed to further increase engagement and usage.

Despite these efforts, the target was not met.

Action, decision, or recommendation. Despite these efforts, in AC 2024-2025, the target was not met. Based on these results, the plan of action moving forward is to persist in promoting group and individual study rooms to faculty, students, and staff. New promotional materials will be created and distributed during on-call week to target new professors, so that they will know about the study rooms available to them and their students. The library manager will also e-mail reminders to professors throughout the semester to ensure that they do not forget about this valuable library service available to them and the students. Additionally, the promotion of the library study rooms will

Assessment Cycle 2024 – 2025

continue throughout the semester by utilizing popular media sites such as Facebook and Twitter. The goal is to increase study room visibility and usage statistics by faculty and students through the employment of social media. Due to the decrease in the number of surveys sent out, it is suggested that the target goal be decreased to 2% for AC 2025-2026.

Comprehensive Summary of Key Evidence of Improvement Based on the Analysis of Results. The NSU Leesville/Ft. Johnson Library worked tirelessly to advertise group and individual study rooms, ensuring that library patrons knew they had a place to come tutor and study. To promote the study rooms, the NSU Leesville/Ft. Johnson manager sent out 20 e-mail advertisements to all instructors at the beginning of the summer, fall, and spring semesters. Additionally, advertisements for group and individual study-rooms were posted in the student lounge and in the main building. An additional measure taken to promote group and study room usage was the use of social media such as Facebook and Twitter.

Plan of Action Moving Forward. The plan of action moving forward is to continue promoting group and individual study rooms to professors, staff, and students. Specifically, targeting advertisements to new professors who may not be aware of the study rooms in the library or even the existence of the library itself. This will be done by creating study-room promotional materials to include each semester during on-call meetings. Additionally, the library will promote the use of study rooms throughout the semester by utilizing social media to remind professors and students that the library is here and that we have quiet study rooms available to them. To further increase awareness, the library manager plans on setting up a rolling desk in the other two buildings on campus. This roaming library initiative aims to make the library known to new students and professors, providing them with information about the study rooms and other library services. The rolling desk will serve as a mobile information center, allowing the library manager to engage directly with the campus community and distribute promotional materials.

Primary responsibility: Heather Ritter, Head of Leesville Campus Library.

Assessment Cycle 2024 – 2025

SO 5. Cammie G. Henry Research Center. The Cammie G. Henry Research Center (CGHRC) supports the mission of University Libraries and Northwestern State University through execution of core library and archival activities including but not limited to acquisition, reference, accessibility, instruction, exhibit and display design and installation, community engagement and research, donor relations, and the support and promotion of scholarship through the Center's unique holdings.

Measure 5.1. The Cammie G. Henry Research Center will capture, analyze, and retain data regarding user engagement and research interactions (virtual and onsite).

The Center will adopt basic measures suggested in *Standardized Statistical Measures and Metrics for Public Services in Archival Repositories and Special Collections Libraries* and advanced measures as appropriate when such reasonable.

Finding. The target was met.

Analysis. In AC 2024-2025, the target was met. There were 226 entries in the daily register during this assessment cycle, though many of these entries are repeat researchers. Common affiliations with our researchers include the Louisiana School for Math, Science, and The Arts, the National Center for Preservation Technology and Training, but most of our researchers do not indicate any affiliation. Researchers rarely filled in an answer for Researcher Status or completed the Subject area.

The Center engaged in 140 remote research inquiries in the assessment cycle 2024-2025. This is not a count of the interactions involved with each question. Twenty-one Interlibrary Loan requests were transferred by the Interlibrary Loan Manager to the CGHRC for response. Of those requests, 4 were for Rare Books holdings, 16 were for titles in the Louisiana Collection. 13 of those requests were rejected due to condition or rare status, 6 were accepted, and 3 were scanned or already digital and transferred in that manner. Engagement with exhibit visitors remains low. For three exhibits in the assessment period, only 28 visitors in total signed the guest book. The Caroline Dormon exhibit brought in most visitors. While they did not sign individually, twenty-seven students on library tours viewed the Dormon exhibit.

While we can assume that some of the 23 guests for the Julie Kane poetry book release event on 25 February 2025 did view the Kate Chopin exhibit, that was not the purpose of tracking attendance. The CGHRC was happy to host the event, but this was Dr. Kane's event.

As a result of the efforts of AC 2024-2025, the target was met.

Assessment Cycle 2024 – 2025

[illegible]

Assessment Cycle 2024 – 2025

Decision, action, or recommendation. In AC 2024-2025, the target was met. While the target to track basic data has been met, improvements are ongoing and necessary. Based on these findings, the Cammie G. Henry Research Center is moving with due speed to employ consistently advanced metrics as recommended in [*Standardized Statistical Measures and Metrics for Public Services in Archival Repositories and Special Collections Libraries*](#). This was reflected in the last two assessment reports for the CGHRC. Engagement impact needs analysis, but no visitors so far have engaged in survey tools.

Measure 5.2. The Cammie G. Henry Research Center will capture, analyze, and retain data regarding acquisitions, holdings, processing, and collection use.

The Center will adopt basic measures suggested [*Guidelines for Standardized Holdings Counts and Measures for Archival Repositories and Special Collections Libraries*](#) and advanced measures as appropriate when such reasonable.

Finding. The target was not met.

Analysis. In AC 2024-2025, the target was not met. While aspects of the measure have been improved, this measure has not been met overall. Information about current acquisitions were captured, satisfying the measure. Most donations during the assessment cycle were accretions to existing collections in this assessment cycle.

Through the first part of the assessment cycle, archives assistant Sara Rebstock converted more than 100 old inventories into DACS (Describing Archives: A Content Standard) [*compliant finding aids*](#). This is in addition to the 48 finding aids converted in the previous assessment period. Most collections of .5 linear feet or less have improved description and inventories in keeping with professional guidelines.

As a result of these findings, in AC 2024-2025, the target was not met.

Decision, action, or recommendation. In AC 2024-2025, the target was not met. Accession records are incomplete, deeds of gift missing or incomplete, and intake information about the collections was never collected. This situation not only makes basic archival work across the domains even harder to complete, but it also can potentially damage the reputation of the Center as a trustworthy repository. New [*guidelines*](#) from the Society of American Archivists have been issued and the Head Archivist will concentrate on compliance in the next assessment cycle. This work should allow for improved arrangement and description, and therefore improved accessibility, moving forward.

Measure 5.3. The Cammie G. Henry Research Center will support the mission of University Libraries and Northwestern State University through instruction sessions designed to orient and assist students and users for archival and Special Collections research.

Assessment Cycle 2024 – 2025

Finding. The target was met.

Analysis. In AC 2024-2025, the Center continued to host instruction sessions consistently with particular instructors. The Head Archivist networked with faculty across campus, promoting the use of our collections not only for traditional research papers but also project-based assignments. As a result of these efforts, the target was met.

Decision, action, or recommendation. In AC 2024-2025, the target was met. Yet, while this goal is met, improving and expanding engagement with instructors is ongoing. The Head Archivist will attempt engagement activities across the board, with the understanding that course offerings and learning exercises may not require archival research. Still, if there are opportunities to participate in library tours, orientation, History Day or research activities, the Head Archivist will be sure to fully engage.

Measure 5.4. The Cammie G. Henry Research Center will support the mission of University Libraries and Northwestern State University through exhibit design and installation utilizing the Center's unique holdings. The goal is to install three exhibits in the Center per year.

Finding. The target was met.

Analysis. In AC 2024-2025, the target was met. Both center exhibits and hallway exhibits were installed regularly throughout the assessment period. However, visitation numbers are troubling.

Center Exhibits:

Summer 2024: *Louisiana Constitutions*

Fall 2024: *Caroline Dormon: Seasons of Her Life*

Spring 2025: *Kate Chopin 175* Spring 2025

Hallway exhibit:

Fall 2024: *Caroline Dormon Wild Flowers of Louisiana*. An exhibition celebrating the 90th publishing anniversary, once a week Sydney Durocher, a LSMSA work service student and my assistant on this display, would pick a new flower plate in the book. Think Audubon Elephant Folio.

September-October 2024: Truman Capote Centennial.

February-March 2025: *Integration at NSU*.

April to end of semester: *Congress Week*, celebrating our congressional collections.

As result of these efforts, in AC 2024-2025, the target was met.

Decision, action, or recommendation. In AC 2024-2025, the target was met. The Center has at least a partial exhibit schedule through 2029. This includes installations for the Research Room and hallway cases. This also includes efforts to plan and

Assessment Cycle 2024 – 2025

collaborate with other parties and colleagues. Still, time and staff challenges remain.

Measure 5.5. The Cammie G. Henry Research Center will support the mission of University Libraries and Northwestern State University through creating greater accessibility to materials.

Finding. The target was not met.

Analysis. In AC 2024-2025, the target was not met. Remote reference transactions and scan on demand requests are already standard practice in the Center's reference workflows. Standardization for DACS-compliant finding aids has been completed for smaller collections. Those collections have a single-level optimum finding aid with improved description and access points. Former archives assistant Sara Rebstock also inventoried and conducted a condition assessment of the historic newspapers in our holdings. While working with brittle, acidic newsprint is always difficult, there is a better date range associated with each title and provenance is becoming more transparent. LSMSA student workers conducted inventory checks and worked on description projects for the James Aswell Collection, Caroline Dormon Collection, artifact collection, John Curtis Guillet Photographs, Melrose Collection Bound Volumes, Sabine Parish DAR Collection, and the Susan Dollar Collection accretion.

Under a previous section, Interlibrary Loan requests for Special Collections materials was mentioned. Actual loans are infrequent due to the nature and condition of the CGHRC holdings. However, the ILL manager and the Head Archivist agree that we should strive to safely make the material accessible and try to be a good lender overall. This means scan on-demand whenever possible, but it also means that we respond to requests in an orderly fashion. Thus, the Head Archivist created a list of rejected titles since 2022. This list is intended to give the ILL manager more information and flexibility when processing Special Collections related ILL requests.

Based on these findings, and despite these efforts, in AC 2024-2025, the target was not met.

Decision, action, or recommendation. In AC 2024-2025, the target was not met. Progress has been made to bring our collections into arrangement and description standards that will aid overall accessibility. The Cammie G. Henry Research Center needs a platform and/or institutional repository to make collections more accessible and to house digital collections. Still, there is more work to be done on this front.

LibGuides are not the solution to the challenge but will be used more effectively moving forward. Time constraints and staffing challenges has delayed improvements on that platform.

Assessment Cycle 2024 – 2025

CGHRC Newspaper Box Inventory

Newspaper Box #	Title	# of Editions	Date Range	Associated Collection
1	Alexandria Daily Town Talk	1	November 22, 1918	Dellmon Collection
1	Alexandria Gazette	1	May 29, 1833	
1	Alexandria Saturday Post	1	September 17, 1921	
1	The American Progress	27	Scattered issues October 1933 – December 1939; January 5, 1940 – February 23, 1940	
1	Armored Force News	1	July 10, 1941	
1	Augusta Chronicle	1	August 7, 1824	
1	The Bogalusa Times	20	Scattered Issues August 12, 1938 – June 23, 1939	
1	The Caucasian	1	November 7, 1874	Dellmon Collection
1	The Cedar Grove Reporter	51	July 26, 1952 – December 11, 1954	
1	The Citizens Council	1	May 1957	Dellmon Collection
1	Colony News	1	July 1920	
1	Conservative Journal	1	December 1968	
1	The Coughatta Times	2	May 24, 1873; September 5, 1874	
1	The Councilor	75	February 20, 1966 – October 5, 1970	
2	The Councilor	78	December 1970 – February 1977	
3	The Daily Picayune	1	August 14, 1893	Dellmon Collection
3	The Daily Shreveport Times	1	January 2, 1812	
3	Dawn Magazine	14	1975 – 1977	
3	The Democrat	1	April 5, 1865	
3	The Democratic Review	3	October 15, 1885, October 24, 1890, November 16, 1889	
3	Education Elevator	1	1903	
3	El Mexicano	1	1813	
3	Facts	1	September 1915	
3	The Feminist Times	1	1972	
3	The Free State	1	January 25, 1900	

Assessment Cycle 2024 – 2025

3	Goose Bottom Gazette	3	N.D.	
4	Gazette Des Tribunaux	1 Bound Volume	November 1, 1826 – October 31, 1827	
5	Happy Days	2	June 3, 1933; June 17, 1933	
5	Herald Journal	3	January 23-25, 1975	
5	The Honolulu Advertiser	2	February 7-8, 1944	
5	Hugh's Dry Good Co.	1	1930	Alford/Tarver Collection
5	Huey Long Red River Democrat	1	February 5, 1938	Susannah Nelson Davis Collection
5	Industrial Democrat	2	December 21, 1933; July 5, 1934	
5	The Lecompte Drummer	1	November 25, 1899	
5	The Louisiana Democrat	8	Scattered Issues August 21, 1861 – March 4, 1868	
5	Llano Colonist	88	Scattered Issues April 14, 1928 – October 30, 1937	
5	Louisiana Knight	2	May 1976	
5	Louisiana Missionary New	2	October 1924	
5	The Louisiana Progress	8	Scattered Issues September 10, 1931 – October 27, 1936	
5	Louisiana Wallace for President News	1	1968	
5	Ludwig's Detective Bulletin	1	N.D.	Alford/Tarver Collection
6	The Mansfield Times	1	October 30, 1869	
6	Moniteur De La Louisiana	1	August 25, 1794	
6	Monroe Morning World	1	October 29, 1937	
6	Montevideo Comercio del Plata	2	December 2, 1846; December 11, 1846	
6	The Nakatosh Chief	1	July 11, 1956	
6	Natchez Democrat	6	Scattered Issues 1940 – 1966	
6	Natchez Weekly Courier	1	July 2, 1862	
6	Natchitoches Chronicle	2	July 8, 1854; June 11, 1859	
6	The Natchitoches Courier	85	Scattered Issues July 19, 1825 – August 23, 1827	
7	The Natchitoches Herald	3	September 7, 1839; August 31, 1839	
7	Natchitoches Union	7	Scattered Issues May 9, 1861 – April 1, 1864	Francois Mignon
7	National NOW Times	1	December 1977	
7	The New Orleans Daily Democrat	1	January 15, 1880	

Assessment Cycle 2024 – 2025

7	The New Orleans Item	7	Scattered Issues August 5, 1910 – August 14, 1945	
7	New York Tribune	1	June 3, 1864	
7	NOLA Express	3	January 1969; June 1969	
7	The Normal College News	1	March 9, 1917	
7	Normal Echos	15	1901 – 1902	Voiers Collection, Williamson Collection
7	The Normal Herald	28	October 1920 – October 1926	
7	Normal News	51	Scattered Issues December 1925 - May 1934	
7	The Normal Record	1	May 13, 1920	
7	Olla Times-Signal	1	September 29, 1999	
7	The Opelousas Courier	4	Scattered Issues January 2, 1864 – November 5, 1864	
7	Our Home and Journal	1	August 17, 1878	
7	The Picture Press	1	April 29, 1918	
7	Planter Press	1	November 20, 1954	
8	The Natchitoches News	52	August 12, 1948; February 3, 1949; February 9, 1950; May 4, 1950; June 1, 1950; August 11, 1949 – July 20, 1950	
9	The People's Vindicator	1; 1 Bound Volume	March 10, 1883, N.D.	
10	The Progress (b14)	36	May 6, 1938 – December 23, 1938	
11	The Progress (b15)	48	April 16, 1937 – May 28, 1937; January 7, 1938 – December 24, 1937	
12	Red River Chronicle	2	June 21, 1834 – May 2, 1835	
12	Red River News	2	September 16, 1868 – October 24, 1868	
12	Roads and Bridges	1	February 15, 1898	
12	Shreveport News	2	January 30, 1863; February 13, 1863	Cloutier Collection
12	The Shreveport Sun	119	January 2, 1975 – May 26, 1977	
13	The Shreveport Times	3	January 2, 1812; November 21, 1873; September 18, 1960	
13	Signal Fires	1	May 17, 1951	
13	Southern Sentinel	1	December 25, 1908	
13	Texas Gazette	1	May 25, 1813	
13	The Topeka Daily Capital	1	December 8, 1941	
13	The Vernon Parish Market News	1	September 17, 1931	

Assessment Cycle 2024 – 2025

13	The Vocationalist	1	February 10, 1939	
13	The Weekly Town Talk	4	N.D.; January 26, 1884; March 5, 1892	Dellmon Collection
13	The Weekly Truth	1	May 20, 1904	
13	The Western Comrade	1	November 1916	
13	Winn Parish Enterprise	1	1952	
13	The Winnfield News-American	1	May 11, 1946	
14	The Times Picayune/New Orleans States	1; 1 Bound Volume	March 10, 1883; N.D.	

{Report continues on next page}

Assessment Cycle 2024 – 2025

Spring 2025 Artifact Box Inventory

Location	Collection	Box #	Artifact Description	Condition	Notes
9-A-1	Melrose	1	Wooden Dumbbells	Loose in box	Model 88A Stream and Lake Eagle Class
9-A-1		Items removed from Box 31	Early Stethoscope	Loose in box	
9-A-1		Items removed from Box 31	Fishing reel		
9-A-1		Items removed from Box 31	Van Dyke Cigar Box with medals		
9-A-1		35	Pistol	Loose in box	
9-A-1		8	Grindstone		
9-A-1		7	Ballots from Ballot Boxes		
9-A-2		11	Coffee Grinder		
9-A-2		11	Jug		
9-A-2		19	Greeting Cards		
9-A-2		26	Melrose Quilt Patterns		
9-A-2		24	Christmas Ornament Necklace		
9-A-2		24	Metal Items		
9-A-2		24	Advertisements		
9-A-2		24	Embroidered Post Card		
9-A-2		24	Hankercheif from WW2		
9-A-2		24	Papers from WW1 + Ribbon		
9-A-2		24	Postcards and ornaments		
9-A-2		24	Fire Department Picture		
9-A-2		40	Numbering Machine		
9-A-2		25	Melrose Quilt Patterns		
9-A-2		20	Melrose Christmas Cards		
9-A-3		27	Quilt and Crochet Books		
9-A-3		22	Abacus		
9-A-3		22	Chalk Boards		
9-A-3		22	beads		
9-A-3		21	cloth items		

Assessment Cycle 2024 – 2025

9-A-3		28		
9-A-3	Melrose	23	Melrose Toys	
9-A-3		31	Christmas Card	
9-A-3		31	Empty Caroline Dormon Award holder	
9-A-3		31	Ink Eraser	
9-A-3		31		
9-A-3		31	Golden Key	
9-A-3		31	Pin	
9-A-3		31	Bell	
9-A-3		31	Metal Item	
9-A-3		31	Plaque	
9-A-3		31	Empty Caroline Dormon Award case	
9-A-3		31	Mardi Gras Beads	
9-A-3		2	State Fair Judge Medalion	
9-A-3		2	Aviators Pennant	Has holes
9-A-3		2		
9-A-3		2		
9-A-3		2		
9-A-3		2	Normal School Programs	
9-A-3		2	NSU Normal Material	
9-A-4		3	Normal School Accounting Class notes	
9-A-4		3	Pem Club Hall of Fame	
9-A-4		3	Pem Club Scrap Book	photographs loose
9-A-4	Dormon	32	Mark Twain bust	
9-A-4	Dormon	32	Picture of river scene	
9-A-4	Dormon	32		
9-A-4	Dormon	32	SNG December 1895 cloth	
9-A-4	Dormon	32	Pin from Louisiana Purchase Expo 1904	
9-A-4	Dormon	32	Yellow Ribbon with plastic stick	
9-A-4	Dormon	32	Kate Chopin, Bayou Fold Museum plate	
9-A-4	Dormon	32	Leather bookmark	
9-A-4	Dormon	32	tiny banjo	
9-A-4	Dormon	32	Cork	
9-A-4	Dormon	32	1 Peso, 1 yen, 100 yen	
9-A-4	DeBlieux	32	Callin Cards and dinner invitation	

Assessment Cycle 2024 – 2025

9-A-4	Dormon		32	Ribbon pieces		
9-A-4	Dormon		32	Pin		
9-A-4	Dormon		32	Mardi Gras Beads		
9-A-4	(Dellmon)	unnumbered		Graflex Camera		
9-A-4			39			
9-A-4			39	Bowling pin		
9-A-4	Dellmon	unnumbered		Camera Tripod		
9-B-1	mardi gras			items from exhibit, no artifacts		3 boxes, moved to head archivist office 3/13/2025
9-B-1	Dellmon	unnumbered		reel to reel tapes	loose in box	
9-B-1				metal box		
						Had folder 1 from Presidents Hall Coll. Inside, removed 3/13/2025.
9-B-1	NSU Silver Collection		1	silver from Louisiana Hall		

{Report continues on next page}

Assessment Cycle 2024 – 2025

Sample pages of the Guillet Photography Inventory

Box Number	Folder or Bundle Number	Negative number assigned by Guillet	Client Name	Date	Negatives Count	Type	Color/ BW	Size	Non-Photographic Material	Preservation Note	Notes
1				1940s-1950s					Index cards A-M		Box rearranged to put it back in alphabetical order.
2				1940s-1950s					Index Cards M-P		Box rearranged to put it back in alphabetical order.
3				1940s-1950s and 1950s-1995					Index Cards 1940s-1950s P-Z and 1950s-1995 A-Al		
4				1950s-1995					Index Cards Al-B		
5				1950s-1995					Index Cards C-D		
6				1950s-1995					Index Cards D-G		
7				1950s-1995					Index Cards G-H		
8				1950s-1995					Index Cards H-L		
9				1950s-1995					Index Cards N-Williams and NSC		Combined several boxes of cards to fix the print box issue.
10				1950s-1995					Index Cards H-R		
11				1950s-1995					Index Cards R-Sherwood Homes		Needs new box.
12	G-438		Robert Gentry	2-11-1999			Color		Photograph of Brandon dresser	The photograph is folded in half.	
12	G-438		Robert Gentry	2-11-1999			Color		Printed Photograph		

Assessment Cycle 2024 – 2025

[illegible]

Assessment Cycle 2024 – 2025

12	G-436	1-3	Cerrie Montgomery	1999	1	NPS	Color	
----	-------	-----	-------------------	------	---	-----	-------	--

Sample Pages from Melrose Bound Volume Inventory with subjects

Number	Title	Author	Date	Date 2	Subjects
1+A2:G219	Lists of Louisiana books and materials				Arranged by subjects, in different libraries, subject index to publications and quarterlies
2	"A True and Correct History of the Services Rendered the Confederate States by W. H. Webb, Written by One of Her Officers."	Marsh, George A.			CIVIL WAR NAVY: HISTORY OF
3	"Ellen ,Before ,During and After the War"	Semple, E. V.			CIVIL WAR: REMINISCENCES OF
4					
5	letter from W.E. Paxton to his wife	Paxton, W. E.	1862		CIVIL WAR BATTLES: SHILOH
	letter from W.R. Campbell to Dr. Dunn and typed copy of the letter	Campbell, W.	1920		
5		R.			CIVIL WAR: RECOLLECTIONS
		Robertson,	1931		
5	letter from Tennessee Robertson to Mrs. Henry	Tennessee			CIVIL WAR: RECOLLECTIONS OF
	reminiscences of Mrs. Dosia Williams Moore	Moore, Dosia Williams			
5					Civil war in Rapides Parish
	reminiscences of Mrs. Dosia Williams Moore	Moore, Dosia Williams			
5					CIVIL WAR: SONGS
6					
7					
			1720-1878		Natchitoches Parish
8					
			1720-1878		Natchitoches Parish
9					
			1833-1836	1720-1878	Natchitoches Parish
10					
			1720-1878	1833	Natchitoches Parish
11					
	St. James Sugar Refinery Plantation Diary	Aime, Valcour	1823-1855		Aime, Valcour
12					
	B.L.C. Wailes Diary	Wailes, B.L.C.	1852-1862	1806-1854	Wailes, Benjamin Leonard Covington
13					

Assessment Cycle 2024 – 2025						
14	B.L.C. Wailes Diary	Wailes, B.L.C.	1852-1862	1806-1854	Wailes, Benjamin Leonard Covington	Mississippi
15	Two Lectures Delivered at the Catholic Winater School	Langlois, A. B.	1896			Botany
16	Thesis: "The Life and Writings of Madame Sidonie De La Houssaye	Savoie, Velma	1936		Langlois, A. B.	LSU Thesis
17	Thesis: "The Negro in the Works of Three Contemporary LA Writers"	Bowman, Mamie Inez	1931		De La Houssaye, Sidonie	Carver, Ada Jack
18	Thesis: "Literary Travellers in LA Between 1803 and 1860"	Brink, Florence	1929	1803-1860	Thesis	Literary Travellers
18	Thesis: "The Short Story in LA During the Local-Color Period, 1869-1899"	Roos Healy, Margaret Mary	1869-1899		Thesis	Local-Color Period
18	Travels in Interior of LA, West FL, Martinique Islands, and Saint Domingo	Robin, C.C.	1802-1806		Interior of Louisiana	Western Florida
18	Thesis: "The Free negro in Ante Bellum LA"	Stahl, Annie	1934			Bibliographical Da
19	"Rapides Parish History"	Lee West Whittington, G.P.			McDonogh, John	Vol 15 #4
20	Diary of Bishop Kemper	Kemper, Bishop	1838 (01-05)	1932 (edited)	Loose Chronology	Episcopal Church
21	Letters written by Bishop Kemper, including Jackson Kemper	Kemper Bishop	1837		Edited by Koch, Julie	
22	Beauregard Family: newspaper items, letters, manuscripts	Beauregard: Family	1818-1862	1839-1853	Kemper, Jackson	Letters
22	Fort Macomb	Milner, P.M.			Items appearing in Newspapers	
22	Fort Pike History and Construction Contract	Dillon, Catherine B.	1818		Contract to Construct Fort, Specifications	
22	"Chef Mentuer"	Coleman, Will H.	1885		From "Historical Sketch Book & Guide to New Orleans"	
23	Thesis: " The Work of Alcee Fortier"	Keaty, Lucile	1929		Fortier, Alcee	
23	Thesis: "Louisiana Romance in Literature"	Garrett, Hattie	1929		LSU Thesis	
23	Biography: "The Life and Writings of Marianne Marbury Slaughter (Pleasant Riderhood)"	Cutrer Huey, Barbara May			Pleasant Riderhood	Another typed acco
24	Natchitoches Parish Child Welfare Report	Bonham, Jean Lucile	1938		Natchitoches Parish	Child Welfarre Report
24	Natchitoches Parish Welfare Dept. Annual Report Booklets		1937-1938		Natchitoches Parish	Welfare Dept. Ann
24	"Public Welfare Goes Forward in Rapides Parish"		1937		Rapides Parish	Welfare Mimeo Bo

Assessment Cycle 2024 – 2025

25	"Louisiana Journalism of the Civil War Period"	Herbert, Mary	1937	CIVIL WAR: NEWSPAPERS	
		Alice			
25	Thesis: "LA Journalism of the Civil War Period"	Herbert, Mary	1937	Civil War: Newspapers	Thesis
		Alice			

{Report continues on the next page}

Assessment Cycle 2024 – 2025

Pages 1 and 2 of 67

Dr. Susan Dollar Papers

Inventory

Box 1 – Received from Jason Church, who found the papers listed on FB or some social platform. Materials were in a tote he brought to us.

Folder 1

List of names and emails

Clementine Hunter House Interpretation Plan Proposed with notes

Letter about a club meeting on September 21, 2018

Draft of exhibits at Melrose Plantation

Printed image of Clementine Hunter

Two copies of a conceptual idea for a Clementine Hunter exhibit

Printed email from Tom Whitehead about the Clementine Hunter House

Printed email from Gary Cathey describing an agenda with additional comments in pen

Cast list of Cane River Women: Ladies with Style

APHN Board Meeting Agenda from May 21, 2018, and a Melrose Plantation Monthly Report

from March 2018

Printed email from Melrose Plantation on behalf of Molly Dickerson about the Clementine

Hunter House

Blank Letter of Reference

Folder 2

Christmas greeting card from First Presbyterian Church in Arkansas

Newspaper clippings

First Presbyterian Church in Arkansas December Newsletter

First Presbyterian Church in Natchitoches Newsletter

Printed copy of an article on the First Presbyterian Church of Natchitoches

First Presbyterian Church in Natchitoches Newsletter from February 1989

Collections of motivational mantras

First Presbyterian Church of Natchitoches sermon from Michele Allen called Mustard Seed from

April 1999

First Presbyterian Church of Natchitoches Newsletter from April 1987

First Presbyterian Church of Natchitoches sermon from David Porter called Mustard Seed from

February 1991

First Presbyterian Church of Natchitoches sermon from David Porter called Mustard Seed from

Summer 1989

Christian Education Committee Report ("For Newsletter" on the back)

First Presbyterian Church of Natchitoches sermon from David Porter called Mustard Seed from

May 1989 with a calendar attached

First Presbyterian Church of Natchitoches sermon from David Porter called Mustard Seed from

October 1989 with a calendar attached

Christmas card from Evergreen Presbyterian Ministries

Christmas card from The Cane River Tree

Christmas card from Dave and Donna Goarder

Recycled Glassworks postcard

Christmas card with a poem called "Perpetuity"

First Presbyterian Church of Natchitoches program from a service to celebrate the church debt

retirement from March 13, 1983

Newspaper clippings

Presbyterian Church program from the Ordination and Installation of a Minister

Dedication Services programs from the First Presbyterian Church of Natchitoches

Presbyterian Church program

Assessment Cycle 2024 – 2025

Sample Pages of the Susan Dollar Papers Book Inventory
Comparison to holdings at University Libraries

Author	Title	Call Number	Stacks	LA Coll	Rare	Ebook	Other	Notes
White, Deborah Gray	Ar'nt I a Woman? Female Slaves in the Plantation South		X					
Bearss, Edwin C., ed	A Louisiana Confederate : Diary of Felix Pierre Poche		X	X			Leesville	Library embossed; fly leaf inscription "To Ellen Dollar, with congrahilahions [sic], from Annd and Jee, May 1982; Louisiana Studies Institute NSU Imprint
Smith, F. Todd	The Caddo Indians: Tribes at the Convergence of Empires, 1542-1854		X	X				with jacket
Burton, H. Sophie and F. Todd Smith	Colonial Natchitoches: A Creole Community on the Louisiana Frontier			X		X		with jacket
Cooley, Esther	Come Aboard : The Steamer America : The last cotton packet boat on the lower Mississippi 1898-1926			X	X			pamphlet; 54 pp; autographed; Kitty Simpson Collection
Brennan, Thomas M.	A Planter's Son Goes to War		X	X				Cane River Creole NPS pamphlet
Brock, Eric J.	Eric Brock's Shreveport	F379 .S4 B75 2001	X	X				with jacket; chewed corners; a bit of foxing
Touchstone, Samuel J.	Herbal and Folk Medicine of Louisiana and Adjacent States	GR880 .T67	X	X			Leesville	autographed; Touchstone embossed
Gibson, Jon L.	Poverty Point : A Terminal Archaic Culture of the Lower Mississippi Valley	E99 .P84 G53 2002		X				pamphlet; Department of Culture, Recreation and Tourism; Louisiana Archaeological Survey and Antiquities Commission
Carter, Cecile Elkins	Caddo Indians : Where We Come From	E99 .C12 C37 1995		X			Leesville	with jacket; autographed to Susan
Webb, Clarence H. and Hiram F. Gregory	The Caddo Indians of Louisiana	E99 .C13 W38 1986	X 2 copies	X				pamphlet; Department of Culture, Recreation and Tourism; Louisiana Archaeological Survey and Antiquities Commission
Webb, Clarence H. and Hiram F. Gregory	The Caddo Indians of Louisiana	E99 .C13 W38 1986	X 2 copies	X				slight water damage to the cover; pamphlet; Department of Culture, Recreation and Tourism; Louisiana Archaeological Survey and Antiquities Commission
Kniffen, Fred B., Hiram F. Gregory, and George A. Stokes	The Historic Indian Tribes of Louisiana : From 1542 to the Present	E78 .L8 K59 1994	X	X			Leesville	with cover; Pete's inscription to Susan on title page; one of the LA Coll is from Clarence Webb Collection
Kein, Sybil, ed.	Creole : The History and Legacy of Louisiana's Free People of Color	F380 .C87 C7 2000 LACOLL		X				

Assessment Cycle 2024 – 2025

Cummins, Light Townsend and Glen Jeansonne, eds	A Guide to the History of Louisiana	Z1289 .G84 1982		X				Book plate from Marietta M LeBreton;
Orso, Ethelyn	The St. Joseph Altar Traditions of South Louisiana	GT4995 .J66 O77 1990		X			Leesville	part of the Louisiana Life Series (4) from the Center for Louisiana Studies
Winters, John D.	The Civil War in Louisiana	E565 .W54 1991	X				Leesville	Stacks and LA Coll have the 1963 edition of the book
Holeman, Bob and Friends of the Louisiana Political Museum Foundation	Winn Parish	F377 .W6 H654 2011		X				Images of America book
Neuman, Robert W. and Nancy W. Hawkins	Louisiana Prehistory	F371 .N48 1982	X	X			Leesville	pamphlet; Department of Culture, Recreation and Tourism; Louisiana Archaeological Survey and Antiquities Commission
Hawkins, Nancy W.	Preserving Louisiana's legacy : everyone can help	F359 .H39 1982	X	X			Leesville	pamphlet; Department of Culture, Recreation and Tourism; Louisiana Archaeological Survey and Antiquities Commission
Pitre, Glen	Belizaire the Cajun	PS3566 .I845 B4 1988		X				with jacket
Martinez, Raymond J.	Mysterious Marie Laveau Voodoo Queen and Folk Tales Along the Mississippi	BL2490 .M32 1956	X	X	X			
Arthur, Stanley Clisby	Old New Orleans : a history of the Vieux carré, its ancient and historical buildings	F379 .N5 A7 1957		X				
Fischer, Roger A.	The segregation struggle in Louisiana, 1862-77	E185.93 .L6 F57	X 2 copies	X				
Cable, George W.	Old Creole Days					X		The library does not have this edition, 1997; we have the Scribner 1937 edition in Stacks and LA Coll.
Martin, Michael S.	Russel Long : A Life in Politics	E748 .L864 M37 2014 LACOLL		X				with jacket;
Thomas, James W.	Lyle Saxon : A Critical Biography	PS3537 .A9756 Z88 1991		X				
Gibson, Jon L.	Caddoan and Poverty Point Archaeology : Essays in Honor of Clarence Hungerford Webb	E99 .P84 G537 1980		X				
Usner, Danel H.	Indians, Settlers, & Slaves in A Frontier Exchange Economy The Lower Mississippi Valley Before 1783	F352 .U86 1992	X			X		I don't know why the stacks copy didn't come upstairs to the LA Coll.

Assessment Cycle 2024 – 2025

Brain, Jeffrey P.	On the Tunica Trail	E99 .T875 B72	X	X				1977, 1988, and 1994 (like this one) exist in CGHRC, with 1977 and 1994 also in Stacks
Yakubik, Jill-Karen and Rosalinda Mendez	Beyond the Great House Archaeology at Ashland - Bell Helene Plantation	F379 .B45 Y34 1995	X	X				pamphlet Discovering Louisiana Archaeology 1 Louisiana Department of Culture, Recreation, and Tourism, Division of Archaeology
Bragg, Jefferson Davis	Louisiana in the Confederacy	E565 .B7	X	X				
Johnson, Ludwell H.	Red River campaign ; politics and cotton in the Civil War	E476.33 .J6	X 3 copies	X				
Saxon, Lyle, Robert Tallent, and Edward Dreyer	Gumbo Ya-Ya	GR110 .L5 W7	X	X	X			We have many copies in multiple editions. This is the 1984 reprint
Neuman, Robert W. and Nancy W. Hawkins	Louisiana Prehistory	F371 .N48 1982	X	X			Leesville	probably original print; pamphlet; Department of Culture, Recreation and Tourism; Louisiana Archaeological Survey and Antiquities Commission
McBride, Ron and Courtney Hornsby	A Diamond Jubilee : Celebrating 75 Years of the Natchitoches Christmas Festival	F379 .N2 C47 2002	X	X				pamphlet, 17 pp.
Smith, Steven D. and George J. Castille, III	Bailey's Dam	E476.33 .S65 1986	X	X				pamphlet; Department of Culture, Recreation and Tourism; Louisiana Archaeological Survey and Antiquities Commission

{Report continues on next page}

Assessment Cycle 2024 – 2025

ILL Rejected Title List

Title	Call Number
Mary Barton, and other tales	PR4710 .M37 1906 RARE
Belt Brashear and Amelia Duvall : their ancestors and descendants	CS71 .B7375 1971 LACOLL
Biographical and historical memoirs of Louisiana : embracing an authentic and comprehensive account of the chief events in the history of the State	F369 .B62 1975 LACOLL V.2
Geopsychic wonders of New Orleans	F379 .N5 B6 LACOLL
All-American VII : 'till I get it right : an anthem for the South	TR655 .W435 2007 RARE
St. Landry--up from slavery : then came the fire!!	F377 .S14 S56 2011 LACOLL
You	BJ1595 .B5 1972 RARE
The Southern po' boy cookbook : mouthwatering sandwich recipes from the heart of New Orleans	TX819 .P6 S87 2013 LACOLL
Will somebody call the coroner	RA1025 .B87 LACOLL
The clue of the broken locket	PZ7 .K23 NAN NO.11 RARE
General Mouton's regiment : the 18th Louisiana Infantry	E565.5 18TH J66 2013 LACOLL
Where the bayou runs straight : the history of Jeanerette	F379 .J4 W47 1982 LACOLL
The Naked Lady; or, Storm over Adah. A biography of Adah Isaacs Menken	PN2287 .M6 F3 1934 RARE
Louisiana state plan [for] hospital and medical facilities, needs and construction	RA981 .L6 A3 LACOLL
My Edens after Burns	PS3561 .I412 M9 1987 RARE
Family maps of De Soto Parish, Louisiana : with homesteads, roads, waterways, towns, cemeteries, railroads, and more	F377 .D4 B69 2010 LACOLL
Tony Chachere's Cajun country cookbook : featuring seafood and wild game /	TX715 .C434 1979 LACOLL
The majesty of calmness: individual problems and possibilities	BF639 .J65 RARE
Dime novel anthology.	PS658 .D55 RARE
The one-way ride; the red trail of Chicago gangland from prohibition to Jake Lingle,	HV6795 .C4 B8 RARE
The house in Balfour-street. A novel.	PS1542 .D85 H6 LACOLL
Campoamoriana : pensamientos poéticos de Campoamor / escogidos y clasificados	PQ6511 .A17 1917 RARE

Assessment Cycle 2024 – 2025

The Tale of three sawmill towns	F375 .S6584 2007 LACOLL
French-Indian interaction at an 18th century frontier post : the Roseborough Lake Site, Bowie County, Texas	F392 .B74 G48 1986 LACOLL
English land grants in west Florida : a register for the states of Alabama, Mississippi, and parts of Florida and Louisiana, 1766-1776	F301 .D4 1986 LACOLL
The first families of Louisiana.	F368 .C66 LACOLL V.1 & 2
Wilkes County, Georgia deed books A-W, 1784-1806	F292 .W7 F37 1996 LACOLL
Mgr. Auguste Martin de Natchitoches	BX4705 .M267 D25 LACOLL
Point Coupee Banner	F377 .P55 B366 LACOLL
Genealogy of Richard Hargis	CS71 .H26 1980 LACOLL
If Christ came to Chicago. A plea for the union of all who love in the service of all who suffer	HN80 .C5 S8 1894B RARE
Mississippi roots 'n records	F340 .B74 1995 LACOLL
Creole Bride	PS3564 .I215 C74 1997 LACOLL
The letters of Robert R. Livingston : the diplomatic story of the Louisiana Purchase /	E333 .L484 LACOLL
Early Virginia families along the James River : their deep roots and tangled branches /	F225 .F596 RARE V.2
On the Black side of Shreveport : a history	F379 .S4 B83 1983 LACOLL
Floating Island;	PZ8.9 .P249 FL RARE

Assessment Cycle 2024 – 2025

Comprehensive Summary of Improvement. The Cammie G. Henry Research Center continues to make improvements in public services and technical services. While some general improvement measures and targets were not met, applying basic consistent standards, best practices, and measurements as the Center has done in this assessment cycle will position the Center to plan and implement acquisitions, documentary strategies, engagement, and user-centered tasks more efficiently and impactfully.

Plan of Action. The Cammie G. Henry Research Center is moving with due speed to employ advanced metrics as recommended in [Standardized Statistical Measures and Metrics for Public Services in Archival Repositories and Special Collections Libraries](#). The emphasis in the next cycle will be to monitor the total time spent on reference requests.

The Head Archivist should consider restating or expanding the targets for Measure 5.3: Outreach, advocacy, and marketing tasks as recommended in the accepted archival domains includes educational programming including instruction and orientation sessions. It is part of professional practice and will be ongoing. The Center will persist in marketing and scheduling in-person instruction and orientation sessions.

The Center will be implementing survey instruments for commentary and suggestions for future events and exhibits.

LibGuides for the Center will be overhauled in a meaningful manner beginning July 2025.

The Cammie G. Henry Research Center needs a platform and/or institutional repository to make collections more accessible and to house digital collections.

Primary responsibility: Donna J. Baker, University Archivist and Records Officer

Assessment Cycle 2024 – 2025

SO 6. The mission of the Department of Serials, Media, and Electronic Resources is to provide materials, services, and a welcoming place to support learning, teaching, and research. We are committed to a six-step cycle to meet and exceed the needs of our increasingly diverse population of students, faculty, staff, alumni, and community members. This on-going cycle consists of investigating new content for addition to the collection, purchasing and licensing, implementing, troubleshooting, assessing by evaluating for renewal, cancellation, or replacement, and preserving e-resources, serials, and media. Hence, student learning and success lies in our ability to equitably support every student so s/he can learn, thrive, and become productive members of a democratic society.

Measure 6.1. Rightsizing the print journal collection to become ADA compliant was completed June 30, 2024. Removing six stacks of shelving allowed the remaining 25 stacks to be spaced either 36 or 42 inches apart. Additionally, there is either 45 or 60 inches of space at the ends of the stacks to accommodate a wheelchair turning. Following through with my 2023-2024 plan of action, government documents housed in the serials department with journal titles beginning with A-L were removed from the shelves, offered for adoption on ASERL listserv for 45 days, and then unclaimed issues were rightsized.

Finding. The target was met.

Analysis. This project began in December 2022. Rightsizing JSTOR journals finished June 2024. Removing government documents titled A-L finished December 2024. However, this resulted in several gaps of empty selves. Regardless, in AC 2024-2025, the target was met.

Decision, action, or recommendation. In AC 2024-2025, the target was met. Summer 2025 a student worker and the head of the department will shift the print journal collection forward to fill the gaps of empty shelves. The endcaps will be renumbered and updated with accurate directional signs. These actions will complete our multi-year print journal rightsizing project.

Measure 6.2. Annually assess e-journals at the title level, swap titles based on findings if the publisher allows and then pay all renewal invoices promptly.

Finding. The target was met.

Analysis. These renewals include EBSCO's list of individually subscribed e-journals as well as e-packages such as Elsevier's Title by Title Collection and Wiley Online Library Core Collection. Unfortunately, Wolters Kluwer Health's Lippincott Williams & Wilkins Nursing & Health Professions Premier Collection does not allow journal swaps. Working EBSCO's renewal list consisted of deciding to renew or cancel, deciding to keep or change the format, verifying that electronic access works in Journals Full Text Finder, submitting vendor support tickets to correct access problems, canceling titles if access

Assessment Cycle 2024 – 2025

problems cannot be resolved, verifying IP address ranges on vendor portals, verifying coverage dates available, and updating “Search Your Catalog” links and coverage dates in Journals Full Text Finder as needed, and contacting OCLC Support to update database stanza as needed.

Working e-package renewals included running two COUNTER 5 reports: 1) TR_J1 report to calculate each journal’s cost per use (CPU), and 2) TR_J2 report to identify denial/turn away. In 2024, an analytical tool was used to reduce journal overlap. Also known as paying for the same journal twice: 1) full text indexed in a database, and 2) as an individual subscription. The LOUIS consortium provides Gold Rush Decision Support searches on request comparing journal lists of e-packages to core databases journal lists to identify overlapping journals, or journals available in both.

As a result of these efforts, in AC 2024-2025, the target was met.

Decision, action, or recommendation. In AC 2024-2025, the target was met. Action taken for all renewals included running two COUNTER 5 reports for usage statistics on the vendor’s portal. Calculating the cost per use (CPU) of each journal from the TR_J1 report using the Unique Item Requests metric. Journals with three-digit CPUs were targeted for dropping or swapping. The TR_J2 report shows the number of times patrons were denied access because the institution had no license for the content, or because simultaneous use licenses were exceeded. This report shows demand for journals that are good candidates to subscribe to. The next step was to contact the customer service representative to ask for cost information for the turn away journals to identify those that cost the same or less than the journals with high CPU. Finally, the head of the department discussed the findings with the library director and the systems administrator, allowing them to make a final decision.

In September 2024, a Gold Rush search with EBSCO’s list of 362 individual subscriptions were run against LOUIS core databases identifying 105 overlapping journals. As a result, 257 journals were renewed for the calendar year 2025 costing \$118,161.82. Dropping 105 overlapping journals from our EBSCO order did not affect access because they are also held in subscribed full text databases with access to the full text articles from these 105 journals. This was a cost savings of \$18,687.56.

In December 2024, a Gold Rush search with Elsevier’s Title by Title e-package was run against LOUIS core databases identifying two overlapping journals: The *Journal for Nurse Practitioners* for \$592.25 and *Nurse Education in Practice* for \$1,306.33. These two journals were swapped (dropped because we have access via a subscribed database) to add two new journals: *Biocybernetics & Biomedical Engineering* for \$1,438.00 and *Journal of Radiology* for \$218.00. The two overlapping journals total \$1,898.58 and the two added journals total \$1,656 for a cost savings of \$242.58.

Measure 6.3. Complete the Serials portion of the National Center for Education Statistics’ Integrated Postsecondary Education Data System (IPEDS) Academic Library report on July 1, 2024, to report the counts the January 2025, for data entry. The Serials

Assessment Cycle 2024 – 2025


portion includes: 1) Library Collections and Circulation of Databases, Media, and Serials in physical and electronic format; 2) Materials and Services Expenses for *one-time* purchases of books, serial backfiles, and other materials; and 3) Materials and Services Expenses for *ongoing* subscription commitments. The IPEDS coverage dates are July 1, 2023 – June 30, 2024, (aka FY 24).

Finding. The target was met.

Analysis. The desired statistics on July 1, 2024, were collected to facilitate Dr. Megan Lowe's reporting the IPEDS data January 2025 for the previous fiscal year, July 1, 2023 – June 30, 2024. Since EBSCO Experience Manager's Holdings Management module cannot go back in time, it is imperative to collect IPEDS statistics on the calendar day of July 1.

In January 2023, Elizabeth Kelly, LOUIS consortium, developed an IPEDS toolkit for member libraries. Understandably, the IPEDS toolkit excludes data from vendors outside their core subscriptions, such as *Chronicle of Higher Education*, Clarivate, Elsevier, Teton Data Systems, *The Advocate*, and Wiley. As a result, data from outside vendors must be added to the IPEDS toolkit statistics.

As a result of these efforts, in AC 2024-2025, the target was met.

Decision, action, or recommendation. In AC 2024-2025, the target was met. Action taken to collect data for measure 6.3 consisted of creating the below linked Excel spreadsheet to compile the needed statistics. Each vendor or format has a tab consisting of a report with a culminating total. Additionally, instructions describing which report was run and other pertinent information were recorded.  [2024 07 01 IPEDS FY 2023.2024 Master.xlsx](#)

The action taken to collect data for measure 6.3, number 1, the number of physical journals and physical media was to create a SirsiDynix Workflows report for each format. The reports were run July 1, 2024, showing the Title Count of Physical Serials at 5,307, and the Title Count of Physical Media at 2,844.

Since the counts for physical materials differed from the toolkit, the department head opened [LOUIS Task Ticket #10207](#). Working with Elizabeth Kelly, we both made changes to what was counted in our SirsiDynix Workflows reports. As a result, the Title Count of Physical Serials increased to 20,733 by counting multiple copies of a title, and the Physical Media increased to 4,814.

A count of electronic resources was obtained by following step-by-step instructions described in an EBSCO Connect knowledge base article dated March 10, 2021, entitled, *How do I get a count of all my ebook or serials titles?* Holdings management contains 113,291 e-journal titles, 359,438 e-books, and 2,062 e-media. Lastly, the library provided 117 databases.

Assessment Cycle 2024 – 2025

Action taken to collect data for measure 6.3, number 2, one-time purchases of books, serial backfiles, and other materials consisted of \$18,500.00 for perpetual access to Bloomberg BusinessWeek Archive.

Action taken to collect data for measure 6.3, number 3, materials and services expenses for ongoing commitments to subscriptions consisted of utilizing Banner's FAIVNDH option, limiting to fiscal year 24, searching each vendor, and then summing the totals. Thus, the amount of ongoing subscription costs, including LOUIS membership fee, was \$581,180.00.

Comprehensive Summary of Key Evidence of Improvement Based on the Analysis of 2023-2024 Results. In 2024-2025 the target was met for all three measures: 6.1, 6.2, and 6.3.

6.1 Rightsizing. All bookstacks in Serials and Media, room 311 are in ADA compliance measuring either 36 inches or 42 inches of space between them. There is either 45 inches or 60 inches of space at the ends of the bookstacks to accommodate a wheelchair turning around bookstacks. By the end of this summer, the endcaps will have accurate directional signs with numbering posted.

6.2 Annual assessments for renewal, replacement, or cancellation is the fifth step in an ongoing six step cycle of the department's mission aimed at meeting and exceeding the needs of NSU's increasingly diverse population of students, faculty, staff, alumni, and community members. Gold Rush Decision Support, an analytical tool, was added to the assessment toolbox to reduce journal overlap. Additional evidence of improvement was found by promptly paying invoices to avoid late fees. The overall picture of annual vendor price increases and annual library operating fund decreases mandates cuts. I trust that this multi-pronged assessment strategy has maintained full text access while also remaining financially responsible.

6.3 IPEDS. Key evidence of improvement consisted of reworking my SirsiDynix Symphony reports in conjunction with Elizabeth Kelly, LOUIS, to more closely match results. Utilizing Banner Finance instead of BlueCloud Analytics to report ongoing subscription costs ensures accuracy.

Plan of action moving forward. Although measure 6.1 is finished, a plan of action moving forward is to increase lighting in the stacks. However, I am open to suggestions about how to accomplish this task.

Measure 6.2 is ongoing. My plan of action moving forward is to request a Gold Rush search with the Wiley e-package to identify overlapping journals. Additionally, a calendar was created using an Excel spreadsheet to keep track of when specific invoices are expected.

Measure 6.3 IPEDS counts may be discontinued July 2025. In its place, I'd like to earn the LOUIS Electronic Resources level 3 certification by completing a capstone project.

Assessment Cycle 2024 – 2025

The project I am considering involves setting up automatic monthly retrieval of journal usage statistics using COUNTER API.

Primary responsibility: Kerri Christopher, Serials, Media, and Electronic Resources

Assessment Cycle 2024 – 2025

SO 7. Collection Development and Cataloging. The Cataloging Department will use descriptive metadata to ensure that bibliographic records and their comprehensiveness, accuracy, and efficiency will ensure the library patron's successful retrieval of information, sources, and research.

Measure 7.1. Of the 141 NSU Dissertations already in the OPAC/OCLC, 71 need additional cataloging to become a complete and accurate record to ensure students, faculty, staff, researchers, and users' success in retrieving the desired information. Corrected bibliographic records will have a target of 100% completion. The assessment process includes original cataloging of NSU Dissertations, Theses, and Education Specialist Theses/Projects as well as correcting existing records over the year and percentage increase or decrease regarding set target rate. All existing records did not receive modifications because all newly bound dissertations, theses, and research projects were prioritized to be originally cataloged instead.

Finding. The target was not met.

Analysis. In AC 2023-2024, the target was not met. Based on the analysis of AC 2023 - 2024 results, it was carried forward to AC 2024-2025. The records without subject headings were not addressed due to concentrating on entering the backlog Education Specialist Projects and Theses as a full and complete record from various colleges. The proper cataloging of NSU materials is important to both provide an accurate record of the dissertation and make sure users have all the metadata in order to locate the items in the ILS/OPAC.

There were 71 that needed modifications. Thirty have been modified; 41 remain for further modifications.

As a result of this finding, in AC 2024-2025, the target was not met.

Decision, action, or recommendation. In AC 2024-2025, the target was not met. Based on the analysis of the results in AC 2024-2025, in AC 2025-2026, we will continue with a target of completion in addition to any/all recently submitted NSU dissertations **NOT** in the ILS/OPAC. The department continues to focus and place priority on theses, research projects, in-lieu of thesis projects, scholars college theses, etc. The following changes will also be implemented in AC 2025-2026: a meeting will be held with the newly appointed Nursing administrators, Dr. Megan Lowe, and Debbie Huntington in attendance to determine if dissertations older than five years will be accessible and shelf-ready or will they be pulled and placed as non-circulating materials due to accreditation standards and guidelines. The Cataloging Department, after the said meeting, will proceed with processing, cataloging, and modifying records of all NSU Dissertation as they arrive to ensure that they are a full/complete bibliographic MARC records according to current standards, guidelines, and cataloging rules.

Measure 7.2. Of the 345 NSU Education Specialist Projects already in the

Assessment Cycle 2024 – 2025

OPAC/OCLC, 59 need additional cataloging to be considered an accurate bibliographic record to reflect comprehensiveness, accuracy, and efficiency for item/subject retrieval. Corrected bibliographic records will have a target of 20% completion.

Finding. The target was not met.

Analysis. In AC 2023-2024, the target was not met. Consequently, the target from that period, 70%, was reduced for AC 2024-2025. In AC 2024-2025, the target was not met. This measure was not addressed at all during AC 2024-2025 due to the retirement of Library Associate, Linda Guin. Head of the Department and Librarian Debbie Huntington's time is now stretched with numerous responsibilities and other job duties in addition to original cataloging, assigning subject headings, all the technical processing and entering all that metadata into an established template within the Staff Client of Symphony Workflows, which is the Integrated Library System (ILS) software application/platform interfaces used by University Libraries. In AC 2024-2025, the target was lowered to 15% from 70%.

Given these circumstances, in AC 2024-2025, the target was not met.

Decision, action, or recommendation. In AC 2024-2025, the target was not met. Based on the analysis of the results in AC 2024-2025, in AC 2025-2026, the target rate of 20% will be lowered to 15% in order for the cataloging department to catch up with the backlog and allow time for the processing/cataloging of incoming materials and resources in addition to other responsibilities. The target rate is decreased also due to not knowing an accurate count of Dissertations and Theses that come in each Spring. Therefore, we cannot give an accurate estimate since these take priority over any that need modification(s) of existing records already in the system. The Department's plan of action is to prioritize all new incoming Dissertations, Theses, and Research Projects so they are accessible in the online catalog for library users. The older ones are already in the online catalog, therefore, making them accessible to some extent – even if the bibliographic record is incomplete and brief.

Measure 7.3. Of the 300 NSU Theses already in the OPAC/OCLC, 206 bibliographic records need modifying from some degree to an extensive degree – especially correcting verbiage of degrees as well as including authorized subject headings for library users to obtain the desired and best search results and sources. Corrected bibliographic records will have a target of 20% completion.

Finding: The target was not met.

Analysis: In AC 2023-2024, the target was not met. Therefore, it was carried forward into AC 2024-2025. In AC 2024-2025, the target was also not met. In AC 2024-2025, many existing bibliographic records already in the OPAC/ILS system needed modifications to include subject headings and correct wording of verbiage of degrees. Therefore, the target rate was determined to be too high. We knew that the project assessing the accurate number would remain an on-going project each academic year.

Assessment Cycle 2024 – 2025

In September of 2023, Dr. Handel appointed Laura Aaron to address the expense of the binding of dissertations, theses, projects-in-lieu of theses, etc. Head of Collection Development and Cataloging, Debbie Huntington organized a meeting with Laura Aaron, Callie Hammonds, Sontonia Helaire, and Dr. Megan Lowe via Teams on September 26, 2024. Discussion centered on recognizing that better communication and organization was needed between The Graduate Office/School and University Libraries. Policies, procedures, digitization in place of binding, and correct degree verbiage that is consistent online, in the University Catalog, and what the authors include in their dissertations and theses were addressed and discussed. It was decided that this would be an ongoing project to ensure that we can institute best practices and procedures.

Despite these efforts, in AC 2024-2025, the target was not met.

Decision, action, or recommendation: In AC 2024-2025, the target was not met. Based on the analysis of AC 2024-2025 results, the plan of action in AC 2025-2026 will be that all original cataloging of NSU Dissertations, Theses, Education Specialist Theses, Scholars College Theses, etc. will now be an on-going job responsibility for the Collection Development/Cataloging Librarian, with the possibility of overlapping fiscal/academic years. Also, in AC 2025-2026, a meeting will be held with the Graduate Office – also now along with the new Dean of the Graduate School, Dr. Mary Edith Stacy, Dr. Megan Lowe, Laura Aaron, and Debbie Huntington, needs to be scheduled to discuss how the correct degree verbiage will be updated, accurate, and consistent.

A target of 80-90% completion should be met once the decision on how degree verbiage will be decided/agreed upon. Again, due to the Collection Development and Cataloging Department having a key position frozen, time is a huge factor in meeting target goals. Since the Library Associate position is still frozen, this limits progress on this measure. Reports and global edit projects will be periodically done to ensure that any incomplete records will/can be located and modified. Calculating a mid-year assessment **cannot** be done mid-year due to the on-going work and statistics/reports that are run in late June of each academic year to get an accurate count of percentages and target rate measures.

Comprehensive Summary of Key Evidence of Improvement Based on the Analysis of Results. During AC 2023-2024, the Cataloging Department concentrated on entering 178 Theses and 38 Education Specialist Projects into the ILS before Linda Guin retired. During AC 2024-2025, I added subject headings and modified records to become a complete/full record to over 40 records. Over the last three years, when time allows, the department head has continued to make corrections to existing MARC records already in the system. This was not a priority due to working on a backlog of theses and research projects that had piled up during and after COVID. This was the focus during the Fall of AC 2023-2024. During the Fall of 2023-2024, the organizing of the meeting with the Graduate Office also took priority to streamline communication and procedures/policies between the Library and Graduate Office.

Assessment Cycle 2024 – 2025

Plan of Action Moving Forward. The Head of Collection Development and Cataloging, Debbie Huntington, will schedule another meeting during the AC 2025-2026 with the new Dean of the Graduate School, Dr. Mary Edith Stacy, Laura Aaron, Callie Hammonds, Dr. Megan Lowe, Sontonia Helaire, and Donna Baker to discuss and seek clarification on/if a department is currently digitizing their dissertations, theses, projects in lieu of theses, etc. If this is the case, then the library and archives need to be looped in. The digitized dissertations and theses would require a platform/repository on the library website, preferably under the Cammie G. Henry Research Center section. Providing the Archives with a digitized copy is also needed since anything written, created, and published about/by NSU needs to be part of the Archives and retained as a permanent record. A discussion needs to be included as part of the meeting on whether we still need a physical copy to meet state requirements on record management policies/procedures.

In addition, moving forward, all changes in degree verbiage need to be made aware to the Collection Development and Cataloging Department at Watson Library to ensure that the correct information is entered into the ILS System, therefore easily retrieved and accessible. In our MARC template, we will enter all degree information in MARC fields 502 and 830 as a necessary cataloging rule/mandate.

Primary responsibility: Debbie Huntington, Head Collection Development and Cataloging.

Assessment Cycle 2024 – 2025

SO 8. The Department of Access Services (Circulation, Reserves, Interlibrary Loan, Government Documents). Access Services connects faculty and students to vital information resources for online and face-to-face learning environments.

Measure 8.1. Weeding and disposal of outdated government documents, including the US Serials Set.

Finding: The target was met.

Analysis: Based on the AC 2021-2022 results analysis, a new project and therefore a new measure was adopted this that was more in line with what was feasible for the department, which is the current measure for both AC 2022-2023 and AC 2023-2024. It also represented a more pressing matter within the department.

The US Serials Set (8,346 volumes) was weeded according to ASERL guidelines. Requested volumes were delivered. The remaining volumes await disposal.

Based on these changes, in AC 2024-2025, the target was met.

Decision, action, or recommendation. In AC 2024-2025, the target was met. The US Serials Set will be slowly disposed of over the next six months. The Head of Government Documents is also implementing a plan for the depository to become 100% online. Tangible government documents (paper, microform, etc.) more than five years old will be weeded according to ASERL guidelines and disposed of. With assistance from student workers, the Head of Government Documents has disposed of all paper government documents (more than five years old) between the SUDOC call numbers of A (Department of Agriculture) to HH (Housing and Urban Development). He has also disposed of documents in the SUDOC range of Y 1 and Y 10. The total amount of paper document items disposed from the Government Documents Room location is to date 18,826. This measure will not persist into AC 2025-2026.

Measure 8.2. Work more closely with the Office of Student Technology to resolve problems with equipment check-in/check-out to decrease faulty billing.

Finding: The target was met.

Analysis. Based on the AC 2021-2022 results analysis, the original measure regarding the LOUIS Open Textbook project was discarded and replaced with another one for AC 2022-2023 that was more in line with resources and staffing available in and to the department, which is the current measure, to rectify billing issues with equipment circulation issues.

The library system administrator (LSA) worked with the circulation supervisor to identify occurrences of billing problems and LSA collaborated with LOUIS staff to set up a separate library and circulation mapping in Workflows.

Assessment Cycle 2024 – 2025

As a result of these efforts, in AC 2024-2025, the target was met.

Decision, action, or recommendation. In AC 2024-2025, the target was met. The LSA has already set up two notification reports that go to users' emails to alert them that they must return OST equipment the following day. The email includes a procedure that must be followed in order to successfully return the equipment. It is recommended that the LSA and the circulation department work together to solve future problems. This measure will not persist into AC 2025-2026.

Measure 8.3.

The LSA will complete the "LOUIS Systems Administrator Level 3" training.

Finding: The target was met.

Analysis. In AC 2022-2023, the LSA completed the training except for the capstone project which requires a deliverable, such as a presentation or published article. The LSA presented his capstone project, "Utilizing User Access to Protect Yourself, Your Library, and to foil the sinister plot(s) of those who mean you harm" at the 2023 LOUIS Users Conference. This completed the requirements and his "LSA-3" rating was awarded in December of 2023. Therefore, this target was met, but not properly closed out during 2024.

Decision, action, or recommendation. In AC 2024-2025, this target was met. The LSA completed this goal by the SACS mid-year assessment cycle. This measure will not persist into AC 2024-2025.

Measure 8.4. The LSA will complete the "Electronic Resources Administrator Level 3" training by end of CY 2024.

Finding: This target was met.

Analysis. The LSA completed the training including the capstone project which required a deliverable, such as a presentation or published article. He gave a presentation at the LOUIS Users Conference (October 2024) which demonstrates to other LSAs and ERAs how to resurrect a lost print serials collection in Holdings Management (EBSCOadmin).

With these efforts, in AC 2024-2025, the target was met.

Decision, action, or recommendation. In AC 2024-2025, the target was met. With the meeting of this measure, this measure will not persist into AC 2025-2026.

Measure 8.5. In collaboration with the Head of Serials and Media, the LSA will finalize the readiness of the new EBSCO UI by May 12, 2025.

Finding: The target was met.

Analysis: In AC 2024-2025, the target was met. The LSA and Head of Serials and

Assessment Cycle 2024 – 2025

Media have completed the necessary tasks in the EBSCO Experience Manager interface and are in the process of adding searchable fields in the new Publication Finder interface, and other UI integrations.

More testing of the UI is needed, but to all extents and purposes, this target was met.

Decision, action, or recommendation. In AC 2024-2025, the target was met. The UI testing will continue as appropriate for such implementations. Owing to the decision of the LOUIS consortium, the library services platform (LSP) in use by University Libraries may change. The decision has not been made as of June 12, 2025; the selection of a new LSP may affect the UI testing and the implementation of the box itself. A decision is expected to be made on June 24, 2025, at a special meeting of the consortium. At that time, this measure will be reassessed. If appropriate, UI testing will continue OR suspended in the face of a system migration.

Measure 8.6. The LSA will test and deploy the LOUIS created search box by May 12, 2025. He will coordinate his activities with the Head of Serials and Media and the Head of Reference and Instruction. The new search box will be deployed in tandem with the delivery of the new EBSCO UI.

Finding: The target was not met.

Analysis. In AC 2024-2025, the target was not met. Though the LSA coordinated his activities with the Head of Serials and Media and the Head of Reference and Instruction, the box has not yet been implemented. The new search box is intended to be deployed in tandem with the delivery of the new EBSCO UI, and that delivery date has changed a few times.

Because of those delays, the box was not implemented, and therefore in AC 2024-2025, the target was not met.

Decision, action, or recommendation. In AC 2024-2025, the target was not met. Owing to the decision of the LOUIS consortium, the library services platform (LSP) in use by University Libraries may change. The decision has not been made as of June 12, 2025; the selection of a new LSP may affect the deployment. A decision is expected to be made on June 24, 2025, at a special meeting of the consortium. At that time, this measure will be reassessed. If appropriate, deployment will occur OR be suspended in the face of a system migration.

Comprehensive Summary of Key Evidence of Improvement Based on the Analysis of Results. The following reflects all the changes implemented to drive the continuous process of seeking improvement in AC 2024-2025. These changes are based on the knowledge gained through the AC 2023-2024 results analysis. For Measure 8.1., all items of the US Serials Set were disposed of according to ASERL guidelines. Government document items located in the Government Documents Room are also being disposed. For Measure 8.2., the target was met and all issues were resolved. For Measures 8.3. and 8.4, the target was met and these measures should be

Assessment Cycle 2024 – 2025

considered closed. Measures 8.5 and 8.6 are in limbo as a consequence of the LOUIS consortium, through which University Libraries obtain its LSP, has decided to pursue a new one. The selection of and potential migration to a new system may interfere with those measures, and no decision will be made regarding the LSP until June 24, 2025.

Plan of Action Moving Forward. Measures 8.1 – 8.4 will not persist for 2025-2026. Measures 8.5 and 8.6 will remain in limbo until after June 24, 2025, the date for the decision of the new LSP. At that time, the future of those measures will be determined and documented for the coming year. Due to the completion of Measure 8.1 – 8.4, new measures will be implemented. Those measures are as follows.

NEW Measure 8.1. LSA will complete Open Education Network training for Certificate in Open Education Librarianship.

Target: Librarian will complete both course and university action plan by September 19th and receive certificate in Open Education Librarianship.

NEW Measure 8.2. Librarian will complete university-wide survey measuring interest in creating open education resources among faculty in all departments.

Target. Survey content will be derived from already extant OER surveys directed at faculty. Librarian has completed an intensive literature search and has compiled questions based on prior experience and knowledge of OER, current use of OER, and interest in creating OER resources, with a special focus on upper-level courses. At the conclusion of the survey, respondents will be asked at the conclusion of the survey if they would like to be contacted by the librarian about open education resources and their interest in participating in a “special initiative.” The survey will be completed in time for distribution on faculty on-call day, Monday, August 11th. The survey will close on Monday, August 25th, and interested faculty will be contacted that week for a meeting TBA.

NEW Measure 8.3. Depending on the success of 8.8, the librarian will apply for Board of Regents Departmental Enhancement Grant (RFP due by October 24th), with a special focus on incentivizing faculty to create OER texts for 4000 level courses.

Target: Open education resource (OER) textbook initiatives usually target entry level courses to promote student retention and matriculation. This funding of this initiative will help provide OER textbooks in disciplines such as engineering and the health sciences, where average textbook prices increase as skills and concepts become ever more complex. If successful, another application will be made for 2026-2027 funding for Cycle II disciplines. With the participation of interested faculty (co-principal investigators) the librarian (principal investigator) will complete the RFP application by the posted due date.

Primary responsibility: Michael Matthews, Head of Access Services and Government Documents Librarian.

Assessment Cycle 2024 – 2025

Comprehensive Summary of Key Evidence of Improvement Based on Analysis of Results. The following reflects all the changes implemented to drive the continuous process of seeking improvement in AC 2024-2025. These changes are based on the knowledge gained through the AC 2023-2024 results analysis.

- **SO 1. Measure 1.1 and 1.2.** All of the statistics selected for monitoring for Measurement 1.1 were recorded and reported, meaning the target was met. There was concern that the reporting methods may be at fault (apples-to-oranges) and may need to be reconsidered, meaning recommendations for increasing numbers may be complicated. Therefore, University Libraries intends to continue to record and report numbers. All job descriptions were reviewed and submitted for approval, but not all policies have been reviewed and/or revised at this time.
- **SO 2. Measure 2.1 and 2.2.** The library teaching faculty's plan of action for AC 2024-2025 to drive the cycle of improvement included deleting or revising outdated Guides and creating new Guides by subject and class. Additionally, the teaching faculty would promote the updated LibGuides through classroom instruction and faculty collaboration. However, the target of a 5% increase in LibGuide all-page views was not met. LibGuide statistics did increase slightly in both areas from AC 2023-2024; however, the project is still ongoing and progressing with updating Guides. Due to LibGuide revisions and updates not being finalized, the teaching faculty could not fully implement the plan to promote LibGuides through classroom instruction or faculty collaboration. However, the target completion measure of 60% for the library surveys was met with 67% of surveys completed and returned by students with 100% of respondents reporting a rating of "excellent" on the research consultation surveys, and 84% "very satisfied" on the library instruction surveys, exceeding the completion rate of 60% and 70% session satisfaction targets.
- **SO 3. Measures 3.1. and Measure 3.2.** The assessment summary report for 2024-2025 highlighted significant progress in collaboration with graduate and post-graduate students. Our outreach aimed for a 50% increase, marking a target enhancement. We achieved a commendable rise. Data on graduate and DNP classes by CRM has been submitted and is accurate. Each of the graduate course trains on PubMed, CINAHL and Rayyan using the Library Training Links on the class Moodle shell, providing more accurate information and feedback. Sustaining these gains may prove challenging due to limited feedback from graduate instructors on testing. Some graduate instructors do not require a search exam or will not confirm that each student completes a search exam. Undergraduate nursing instructors are actively integrating APA 7.0 citation skills into their teaching but encounter difficulties with research proficiency. These challenges are compounded by competing demands from nursing accreditation agencies and the Louisiana State Board of Nursing, which prioritize contact hours over library instruction. Despite acknowledging the importance of research skills, undergraduate instructors are reluctant to

Assessment Cycle 2024 – 2025

allocate classroom time for library sessions. This continues to be an ongoing issue. High turnover among nursing adjunct instructors further complicates efforts, as they are less inclined than their full-time (12-month) counterparts to support library instruction initiatives during class time.

- **SO 4. Measures 4.1. and 4.2.** The NSU Leesville/Ft. Johnson Library worked tirelessly to advertise group and individual study rooms, ensuring that library patrons knew they had a place to come tutor and study. To promote the study rooms, the NSU Leesville/Ft. Johnson manager sent out 20 e-mail advertisements to all instructors at the beginning of the summer, fall, and spring semesters. Additionally, advertisements for group and individual study-rooms were posted in the student lounge and in the main building. An additional measure taken to promote group and study room usage was the use of social media such as Facebook and Twitter.
- **SO 5. Measure 5.1. – 5.5.** The Cammie G. Henry Research Center continues to make improvements in public services and technical services. While some general improvement measures and targets were not met, applying basic consistent standards, best practices, and measurements as the Center has done in this assessment cycle will position the Center to plan and implement acquisitions, documentary strategies, engagement, and user-centered tasks more efficiently and impactfully.
- **SO 6. Measure 6.1 – 6.3.** In 2024-2025 the target was met for all three measures: 6.1, 6.2, and 6.3. 6.1 Rightsizing: All bookstacks in Serials and Media, room 311 are in ADA compliance measuring either 36 inches or 42 inches of space between them. There is either 45 inches or 60 inches of space at the ends of the bookstacks to accommodate a wheelchair turning around bookstacks. By the end of this summer, the endcaps will have accurate directional signs with numbering posted. 6.2: Annual assessments for renewal, replacement, or cancellation is the fifth step in an ongoing six step cycle of the department's mission aimed at meeting and exceeding the needs of NSU's increasingly diverse population of students, faculty, staff, alumni, and community members. Gold Rush Decision Support, an analytical tool, was added to the assessment toolbox to reduce journal overlap. Additional evidence of improvement was found by promptly paying invoices to avoid late fees. The overall picture of annual vendor price increases and annual library operating fund decreases mandates cuts. I trust that this multi-pronged assessment strategy has maintained full text access while also remaining financially responsible. 6.3 IPEDS: Key evidence of improvement consisted of reworking my SirsiDynix Symphony reports in conjunction with Elizabeth Kelly, LOUIS, to more closely match results. Utilizing Banner Finance instead of BlueCloud Analytics to report ongoing subscription costs ensures accuracy.
- **SO 7. Measure 7.1. – 7.3.** During AC 2023-2024, the Cataloging Department concentrated on entering 178 Theses and 38 Education Specialist Projects into

Assessment Cycle 2024 – 2025

the ILS before Linda Guin retired. During AC 2024-2025, the department head added subject headings and modified records to become a complete/full record to over 40 records. Over the last three years, when time allows, the department head has continued to make corrections to existing MARC records already in the system. This was not a priority due to working on a backlog of theses and research projects that had piled up during and after COVID. This was the focus during the Fall of AC 2023-2024. During the Fall of 2023-2024, the organizing of the meeting with the Graduate Office also took priority to streamline communication and procedures/policies between the Library and Graduate Office.

- **SO 8. Measures 8.1 – 8.3.** The following reflects all the changes implemented to drive the continuous process of seeking improvement in AC 2024-2025. These changes are based on the knowledge gained through the AC 2023-2024 results analysis. For Measure 8.1., all items of the US Serials Set were disposed of according to ASERL guidelines. Government document items located in the Government Documents Room are also being disposed. For Measure 8.2., the target was met and all issues were resolved. For Measures 8.3. and 8.4, the target was met and these measures should be considered closed. Measures 8.5 and 8.6 are in limbo as a consequence of the LOUIS consortium, through which University Libraries obtain its LSP, deciding to pursue a new one. The selection of and potential migration to a new system may interfere with those measures, and no decision will be made regarding the LSP until June 24, 2025.

Assessment Cycle 2024 – 2025

Plan of Action Moving Forward.

Service outcomes continue to guide the design and delivery of services within University Libraries, regardless of location within the University Libraries ecosystem. While all locations within the ecosystem share common policies and procedures, they serve different populations and needs. This also applies to individual departments within University Libraries. The ways in which their contributions to the overall operations of University Libraries vary but are no less important. Service outcome 1.2 – the review of policies and job descriptions – underlines this reality, as well as the growing need to reconsider the ways in which we collect and report statistics, not to mention how we conduct and promote our services.

Looking ahead to AC 2025-2026, and in keeping with the principle of continuous improvement and refinement of practice, the different departments and locations within the University Libraries ecosystem will implement a variety of actions that reflect this principle.

- **SO 1. University Libraries.** With regard to Measurement 1.1, University Libraries suspends the pursuit of increases in numbers and for the next year (at least) only monitor and record the current set of statistics. We will also add another metric for monitoring: Circulation desk question statistics. The potential implementation of a new LSP may affect how statistics are obtained, so monitoring remains the most judicious approach. With regard to Measurement 1.2, the policies will be examined until all policies are reviewed, retained or discarded, and updated to reflect current practice. They will then be submitted for approval to the appropriate authority on campus (Academic Affairs for policies).
- **SO 2. Library Instruction.** The LibGuide administrator will continue to revise Guides and create new Guides by subject and class to drive the cycle of improvement. Additionally, the teaching faculty will promote the updated LibGuides through classroom instruction and faculty collaboration. For assessment purposes, the research consultation satisfaction survey will be maintained, as well as the library instruction satisfaction survey. Both surveys will continue to be administered electronically through Microsoft Forms.
- **SO 3. The CONSAH/Shreveport Library.** Based on the comparison of results from 2024-2025 and 2023-2024, the following actions are recommended for improvement. Continue supporting pre-nursing students taking the TEAS Test who are transitioning into the clinical community through face-to-face and Webex orientations to Learning Express. Discontinue disseminating Library news and updates monthly through Dean Badeaux, the Dean of Nursing and Allied Health. She believes that Messenger Announcements are duplicative and does not include newsletters with her email updates like her predecessors, Dr. Clawson and Dr. Hicks. Continue to reach out to undergraduate instructors and request that they mandate Webex library instruction and place training videos in class

Assessment Cycle 2024 – 2025

Moodle shells. Continue contacting DNP and MSN cohorts through their department admins. Obtain class list by CRM through Connect. Offer library social activities twice or three times per year. Krystyna Tabor replaced Dr. Debra Clarke and is working with Dr. Badeaux to identify research skill gaps through Faculty and Student surveys. The return on these surveys is 15% - 20% and does not identify gaps in learning and practice like post training search exams. Continue increasing the visibility of medical library databases by working with Kerri Christopher who administers electronic and print serials and Michael Matthews who manages electronic library resources. NSULA has never implemented a federated search to the detriment to our students. This results in a less streamlined student and instructor experience when searching databases. While IT constraints affect certain library decisions, many library decisions are made independently within separate departments or teams. Examine the Faculty Survey from the LRITS committee to gather feedback and identify ways to enhance student participation in research consultations. Contact nursing coordinators quarterly to gather their input. Send a quarterly electronic newsletter with instructional training links and a results consultation link to include in the class Moodle Shell. In lieu of reinstating a training database, use the CRM Class model to track graduate classes. There is no clear model to track undergraduate student training nor is there instructor-mandated training at the undergraduate level. Align Krystyna Tabor's student and faculty survey with SO3 Measure 2.

- **SO 4. NSU Leesville/Ft. Johnson.** The plan of action moving forward is to continue promoting group and individual study rooms to professors, staff, and students. Specifically, targeting advertisements to new professors who may not be aware of the study rooms in the library or even the existence of the library itself. This will be done by creating study-room promotional materials to include each semester during on-call meetings. Additionally, the library will promote the use of study rooms throughout the semester by utilizing social media to remind professors and students that the library is here and that we have quiet study rooms available to them. To further increase awareness, the library manager plans on setting up a rolling desk in the other two buildings on campus. This roaming library initiative aims to make the library known to new students and professors, providing them with information about the study rooms and other library services. The rolling desk will serve as a mobile information center, allowing the library manager to engage directly with the campus community and distribute promotional materials.
- **SO 5. Cammie G. Henry Research Center.** The Cammie G. Henry Research Center is moving with due speed to employ advanced metrics as recommended in Standardized Statistical Measures and Metrics for Public Services in Archival Repositories and Special Collections Libraries. The emphasis in the next cycle will be to monitor the total time spent on reference requests. The Head Archivist should consider restating or expanding the targets for Measure 5.3: Outreach, advocacy, and marketing tasks as recommended in the accepted archival domains includes educational programming including instruction and orientation

Assessment Cycle 2024 – 2025

sessions. It is part of professional practice and will be ongoing. The Center will continue to market and schedule in-person instruction and orientation sessions. The Center will be implementing survey instruments for commentary and suggestions for future events and exhibits. LibGuides for the Center will be overhauled in a meaningful manner beginning July 2025. The Cammie G. Henry Research Center needs a platform and/or institutional repository to make collections more accessible and to house digital collections.

- **SO 6. Department of Serials, Media, and Electronic Resources.** Although measure 6.1 is finished, a plan of action moving forward is to increase lighting in the stacks. However, the department head is open to suggestions about how to accomplish this task. Measure 6.2 is ongoing. The plan of action moving forward is to request a Gold Rush search with the Wiley e-package to identify overlapping journals. Additionally, a calendar was created using an Excel spreadsheet to keep track of when specific invoices are expected. Measure 6.3 IPEDS counts may be discontinued July 2025. In its place, the department head would like to earn the LOUIS Electronic Resources level 3 certification by completing a capstone project. The project the department head is considering involves setting up automatic monthly retrieval of journal usage statistics using COUNTER API.
- **SO 7. Collection Development and Cataloging.** The Head of Collection Development and Cataloging, Debbie Huntington, will schedule another meeting during the AC 2025-2026 with the new Dean of the Graduate School, Mary Edith Stacy, Laura Aaron, Callie Hammonds, Megan Lowe, Sontonia Helaire, and Donna Baker to discuss and seek clarification on/if a department is currently digitizing their dissertations, theses, projects in lieu of theses, etc. If this is the case, then the library and archives need to be looped in. The digitized dissertations and theses would require a platform/repository on the library website, preferably under the Cammie G. Henry Research Center section. Providing the Archives with a digitized copy is also needed since anything written, created, and published about/by NSU needs to be part of the Archives and retained as a permanent record. A discussion needs to be included as part of the meeting on whether we still need a physical copy to meet state requirements on record management policies/procedures. In addition, moving forward, all changes in degree verbiage need to be made aware to the Collection Development and Cataloging Department at Watson Library to ensure that the correct information is entered into the ILS System, therefore easily retrieved and accessible. In our MARC template, we will enter all degree information in MARC fields 502 and 830 as a necessary cataloging rule/mandate.
- **SO 8. The Department of Access Services.** Measures 8.1 – 8.4 will not persist for 2025-2026. Measures 8.5 and 8.6 will remain in limbo until after June 24, 2025, the date for the decision of the new LSP. At that time, the future of those measures will be determined and documented for the coming year. Due to the completion of Measure 8.1 – 8.4, new measures will be implemented. These measures, to become the new 8.1, 8.2, and 8.3, focus on the LSA completing the

Assessment Cycle 2024 – 2025

coursework for the Open Education Network training; conducting a university-wide survey to gauge OER creation interest among faculty; and, depending on the outcomes of that survey, applying for Board of Regents Departmental Enhancement Grant (RFP due by October 24th), with a special focus on incentivizing faculty to create OER texts for 4000 level courses.