

Summary Of Library Effectiveness Tasks Performed May 2006

1. Reference services for the university community.

Helps students, faculty, staff, and library users to find information. These may be fairly extensive consultations of significant intellectual interaction, helping the researcher to select from a wide variety of materials, or to locate hard to find materials (e.g., an item for which one has little information), but generally the librarian responds when asked, and does not have advance notice to prepare.

May be done in person at the reference desk, at other locations in the library, around campus, including faculty offices, by telephone, email, instant messaging, etc.

2. Development of library collections and information resources.

Orders specific materials (e.g., books, CDs, videos) to add to the libraries collections, based on identified needs. Participates in discussions and decisions to subscribe to periodicals, databases, and other ongoing commitments. Serves as liaison to departments and works with faculty members to identify needed materials.

Evaluates the collections, assesses our resources (e.g., compares databases of historic newspapers or identifies key fiction writers whose works we should have). Reviews materials to identify damage, redundancy, or other characteristics that make them no longer appropriate for the collection.

Oversees Interlibrary Loan and related services that provide access to materials we don't hold.

3. Provision of bibliographic organization and control over library collections.

In general, makes library resources accessible, through computer searches or physical arrangement and maintenance.

Works on the library catalog as a whole, determining how it searches and displays information. Adds and edits catalog records for specific items. Does similar work for smaller files, such as indexes to specific archival collections, reserves, and e-reserves. Customizes settings and search capabilities for the libraries' subscription periodical databases.

4. Instruction in the use of information resources and services including workshops, bibliographic instruction sessions, and research consultations.

Plans and teaches class sessions for specific courses, each of which focuses on that course's research assignments, as requested by the professor. Plans and teaches workshops, including sessions for first year Winter Term, or open sessions on library tools. We try to emphasize the intellectual, disciplinary, and thought-process aspects of research over the mechanics of computer use.

Plans information literacy programs to integrate development of research knowledge and skills into students' DePauw experience.

5. Creation of instructional materials and tools on the use of information resources and services including catalogs, bibliographies, and indexes.

Writes online, printed, or other guides which list and describe important resources, explain how to use library resources and services to accomplish research tasks, or explain evaluative, legal, or ethical aspects of research. Compiles indexes or summaries of specialized collections.