SUMMARY OF ASSESSMENT FINDINGS:

All staff received satisfactory evaluations.

All staff participated in specific onsite training or workshops.

DEPARTMENTAL RECOMMENDATIONS FOR PROGRAM/FUNCTION IMPROVEMENT:

We will continue emphasis on courtesy, cooperation and competence of staff.
SUMMARY OF ASSESSMENT FINDINGS:

Technology Fee continued to pay for 3 student workers in the Library Lab. An upgrade of Computer hardware and software is scheduled for next fiscal year.

DEPARTMENTAL RECOMMENDATIONS FOR PROGRAM/FUNCTION IMPROVEMENT:

Websites have been added to every library handout on specific subjects. The handouts have been added to the library’s portion of MyLSUE. Lab sessions have been added to every BI section.
SUMMARY OF ASSESSMENT FINDINGS:

The restructuring of the Video Collection enhanced Audio Visual services.

In addition, new materials have been added to the AV section.

DEPARTMENTAL RECOMMENDATIONS FOR PROGRAM/FUNCTION IMPROVEMENT:

OIT continues to assist Library in maintenance of AV equipment for effective program services.
SUMMARY OF ASSESSMENT FINDINGS:

Citizens were issued Special Borrower’s cards. Four exhibits and 5 noontime programs were offered.

Fifty-eight BI sessions were offered and one session to Basile High School.

DEPARTMENTAL RECOMMENDATIONS FOR PROGRAM/FUNCTION IMPROVEMENT:

The Library has established contacts with writers and artists in the community in an effort to promote services for LSUE and the area community.
SUMMARY OF ASSESSMENT FINDINGS:

The annual budget for the purchase of library resources is $63,500.00

The collection development policy was reviewed to emphasize resource support for all LSUE Divisions.

Reserve materials continue to be used more than in the previous years.

DEPARTMENTAL RECOMMENDATIONS FOR PROGRAM/FUNCTION IMPROVEMENT:

In house use of materials are tracked only during sample periods.
Reserves are not counted in circulation data.

Monitor the budget figures so that they are in line with inflation rate of materials costs; Journal subscriptions, Online databases, etc.
### SUMMARY OF ASSESSMENT FINDINGS:

The online catalog and automated indexes continued to be upgraded on a regular basis. The system inaccessible only periodically. Catalog is accessible through MyLSUE and full text and abstracts of articles are available.

### DEPARTMENTAL RECOMMENDATIONS FOR PROGRAM/FUNCTION IMPROVEMENT:

- Installed 4 additional terminals in the Reference Room with Internet capabilities.
- Work with faculty to be sure what the library purchases is what the students will be encouraged to use in the courses.
- Add library guide sheets to information research to MyLSUE.
- Add the records of our U.S. Documents collection to the library’s databases.
SUMMARY OF ASSESSMENT FINDINGS:

Fifty-eight bibliographic instruction sessions to 1,141 students were presented in 2002-2003. In addition, 1 session was offered to Basile High School.

The library campaigned that the University 1000 be lengthened to 2 or 3 credit hours in order for the teachers to cover topics more in-depth.

DEPARTMENTAL RECOMMENDATIONS FOR PROGRAM/FUNCTION IMPROVEMENT:

The library plans to requisition a new laptop computer with appropriate software to enhance the presentations.

Library faculty will meet with English 1002 faculty and with Business faculty to discuss exactly which research tools their students may use, are encouraged to use, or are forbidden to use.
SUMMARY OF ASSESSMENT FINDINGS:

However, the Library will contract with State Human Resources Department to appoint a volunteer work in Government Documents. This worker will assist the Librarian in upgrading access to Government Documents.

DEPARTMENTAL RECOMMENDATIONS FOR PROGRAM/FUNCTION IMPROVEMENT:

A goal of 1003-2004 will be to enhance access to document records on the LOUIS database. This would certainly make users more aware of their existence and increase their use.