

Lancaster Bible College  
Academic Outcomes  
Library  
2004-2005

Mission Statements	Objectives	Means of Assessment	Summary of Data Collected	Use of Results
<p><u>College Mission Statement:</u> Lancaster Bible College exists for the purpose of educating Christian men and women to live according to a Biblical world view and to serve through professional Christian ministries.</p> <p><u>Library Mission Statement:</u> The Lancaster Bible College Library's purpose is to develop, manage, instruct in use of, and disseminate information resources to support the College mission.</p>	<p><u>Collection Development:</u></p> <p>1. The library will collect materials to support the curricular needs of the institution and research needs of its greater community.</p> <p>a. Publisher's catalogs will be forwarded to faculty and Reference Librarian on a weekly basis. Success = 90 % of the time (44 weeks out of 51).</p>	<p>a. Record each time all catalogs are delivered on the calendar of the Associate Library Director.</p>	<p>a. All catalogs were delivered 34 weeks. Catalogs were delivered two times in a week on ten occasions and three times in a week on three occasions. Five weeks were missed due to severe illness in the family of the Associate Library Director.</p>	<p>a. Continue to strive toward 90% goal.</p>

	b. Urgent orders (as designated by the ordering faculty member) will be placed within two weeks of receipt, as long as funds allow. Success = 90% of the time.	b. Access report.	b. Data has been recorded but the report is yet to be written.	
	c. Non-urgent orders will be placed within two months of receipt, as long as funds allow. Success = 90% of the time.	c. Access report.	c. Data has been recorded but the report is yet to be written.	

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	<p><u>Environment:</u></p> <p>1. The library will provide an environment conducive to research, study, and work.</p> <p>a. Prepare a tentative schedule of days/hours open and obtain the necessary approvals so that the final version of the schedule can be posted two weeks before the start of each of the four semesters (Fall, Winter Break, Spring, Summer).</p>	<p>a. Record the date and number of days prior to the start of each of the four semesters that the final version of each schedule is posted.</p>	<p>a. Summer 2004 Final schedule posted 5/10/04 – 6 days before the start of the semester.</p> <p>Fall 2004 Final schedule posted 8/19/04 – 3 days before the start of the semester.</p> <p>Winter Break 2003-2004 Final schedule posted 12/9/04 – 3 days before the start of the semester.</p> <p>Spring 2004 Final schedule posted 1/12/05 – 4 days before the start of the semester</p>	<p>a. Continue to strive toward two week goal.</p>

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	b. Oversee the proper opening of the library	<p>b. The library will be opened at least 10 minutes before the scheduled time each day with the following tasks accomplished:</p> <ul style="list-style-type: none"> <li>-All lights on</li> <li>-Four front doors unlocked</li> <li>-Elevator on</li> <li>-Copier on</li> <li>-All computers and printer on</li> </ul> <p>All other opening tasks should be completed as quickly as possible.</p>	b. No means of recording has yet been devised.	
	c. Oversee the proper closing of the library	c. The library will be closed on time with all tasks on the "Closing the Library Checklist" properly completed.	c. The checklist is handed in every night at closing. Any problems are reviewed with the student workers responsible for closing.	c. No action required.

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	d. Maintain the physical appearance of the library.	d. Daily inspection for order and cleanliness. Regular assessment of signage. Prepare work orders for Physical Plant as needed. Have any equipment problems attended to by the appropriate personnel.	d. All needs are cared for as discovered.	d. No action required.

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	<p><u>Finance:</u></p> <p>1. The library will have an appropriate budget to meet its curricular, research, and personnel needs and will expend it for the greatest benefit of the college community.</p> <p>a. Keep division and department chairs informed as to the status of their respective portion of the library budget three times per year.</p>	<p>a. Record the dates when status reports are sent to division and department chairs.</p>	<p>a. Status reports sent: 3/3/05 I believe at least two other status reports were sent to division and department chairs but I failed to keep copies.</p>	<p>a. Make sure that evidence is kept to support the successful completion of this objective.</p>
	<p>b. Verify Business Office records of library accounts with the library records of the accounts, and resolve any discrepancies, three times per year.</p>	<p>b. Keep copies of the Account Detail reports from the Business Office to show the dates when the records were verified.</p>	<p>b. Business Office report verified: 2/22/05 4/18/05 6/2/05 6/30/05</p>	<p>b. Success – No action required.</p>

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	c. Run the Fiscal Period Close on the Voyager system as soon as the last invoice for the budget year is received and processed (usually by July 30 <sup>th</sup> ).	c. Record the date when the Fiscal Period Close is completed.	c. Fiscal Period Close run 10/12/05.	c. A Voyager upgrade occurred which required learning new procedures. This delayed the Fiscal Period Close. Continue to strive toward July 30 <sup>th</sup> goal.