Tips for using data for Annual Reviews & your LAAA

You can use your data in your annual reviews. If you create charts, you can include them almost anywhere in your LAAA. For the online form, numbers and quotes work well in your 2016-17 goal(s) area or the “service to others/customer focus” section.

Examples of Desk tracker data you can report:

1. Did you have a personal goal to increase instruction in your department? Then, create a chart of the number of instruction sessions over 2-3 years.
2. Did you set a personal goal to increase your interactions with faculty and/or students in a department? You could create a consultation bar chart by customer over 2-3 years to see if you met your goal.
3. For instruction data you can list the number of classes taught along with the number of students reached. You can also note if these were a special audience e.g. honors, QEP classes, etc.

Best practices:

1. Don’t compare yourself to someone else
2. Don’t compare a department to another department
3. Don’t just give numbers – put it in perspective and explain how this supports your departments, students, faculty, and library; e.g. it was a personal goal; academic department set a goal
4. Watch the dates in Desk Tracker for reports. For instance, if you input the last of your May consultation data in June instead, you must include June in the dates for data needed. Desk Tracker runs reports using the time stamp (in this case June) instead of the event date (in this example May).

Other data suggestions from our SLs and ARL’s Assessing Liaison Librarians:

- % budget spent and dollar amount combined with the number of titles ordered
- Number of books cataloged (new records vs. enhanced records in OCLC) for Area Studies team only
- Include faculty, staff, and student quotes in your online review or LAAA. Sources include emails, letters of appreciation; acknowledgements from theses, books, or SIRE posters)
- Number of titles and items withdrawn and/or converted to digital formats
- Percentage of increase of teaching collaborations with faculty from one year to next
- Number of faculty who use the consultation services more than 2 times in one year
- If you assessed students in your courses, what percentage met the learning objective(s)?
- Do you have a course or research guide that has high usage? Use OPUS to identify how many students the guide was designed to support and compare the usage statistics for the semester. (keeping in mind usage in research guides is 1 click = 1 tab accessed)

For additional suggestions, you can ask your colleagues, team leader, or Kristan.

KM 10/16/17