



## Librarian Annual Performance Self-Evaluation

### **SELF EVALUATION OF PERFORMANCE OF RESPONSIBILITIES & ANNUAL GOALS:**

The following narrative is a brief overview of performance of responsibilities listed in the position description, achievement of annual goals, and an assessment of effectiveness related to the knowledge, skills and abilities listed in the elements of Criterion I. Highlight areas with which you are most satisfied. (See Chapter 3 of the Librarian Handbook.) **4 page limit.**

Ed Busch, Eli Landaverde, and I continued to capture local election websites for the 2022 elections in August and November. This project started thanks to the MSUL Microgrant program. My role on this team is to identify appropriate local election websites for capture, and once captured, to add the links to the web archived pages to this project's libguide.

I was contacted by the Director of the Institute of Public Utilities (IPU) on campus to assist them with managing their library collection of government publications, grey literature, and IPU published works. I met with the director of IPU on April 6, 2022, and conducted a site visit on April 8, 2022, to assess their collection. I provided guidance and recommendations related to documenting, storing, and preserving their collection, as well as weeding their library.

I continue to provide support for Gallup Analytics microdata. This work entails downloading the latest data from Gallup and uploading it to our servers. I am the sole contact person for researchers who need access to the microdata for their projects. After a consultation with the researcher to find out what microdata they need, I compile the requested data using SPSS, generate the data codebooks, and deliver the data to them in their requested file format. This year I worked with researchers in Political Science and the Department of Communications.

For my secondary assignment in Cataloging, I continued to work on cataloging video games. I received training on cataloging in Folio in April 2022 and worked on modifying video game cataloging procedures and workflows for Folio. Working with the Video Game Coordinator, we created procedures for cataloging non-Rovi video games purchased with collections funds. With the purchase of new games, I have encountered a problem with the controlled vocabulary for video game platforms I use. The vocabulary was created through an IMLS-funded project (GAMECIP), which ended its work in 2018. Since then, there have been new video game platforms, but no controlled language has been added to the vocabulary for these platforms. In January 2023, I contacted one of the GAMECIP project members, a cataloger at UC Santa Cruz, Marcia Barrett, to discuss the vocabulary and find out if there were intentions to update it. She encouraged me to reach out to the chairs of the Online Audio-Visual Cataloging Committee's (OLAC) Cataloging Policy Committee to ask that they consider updating this vocabulary in the future. Unfortunately, the chairs were not able to commit to this project at this time and there is a need going forward to have this vocabulary updated as new game platforms are released. After my initial communication with Marcia, she emailed me asking if she could consult with me regarding a video game

cataloging best practices document that she was working on for OLAC. She had the cataloging knowledge and consulted with people who knew about video games, but she didn't have the perspective of a video game cataloger to unify the information she received to make comprehensive best practice recommendations. I spoke with her for an hour on February 1, 2023, and provided my expertise as it relates to video game cataloging.

### **Library Instruction**

- Packaging Graduate Orientation: I was invited by the School of Packaging's Assistant Dean of Teaching, Learning, and Academic Analytics to attend the full-day graduate orientation and provide a 1-hour presentation on the library for incoming graduate students in the School of Packaging. It was a valuable networking and library promotion opportunity since all the Packaging teaching faculty were also in attendance. August 23, 2022.
- James Madison College 498: Civic Engagement and Community Development in Lansing (Fall). I created a libguide on resources related to community development in Lansing with an emphasis on Census and demographic information. I taught an in-person session on how to use Census resources, such as data.census.gov, Social Explorer and Policy Map. October 10, 2022.
- Packaging 102: Introductory Packaging Seminar (Fall and Spring). I was invited to present to this class in-person and provide an overview of resources for Packaging students. As many of these students are first year with little to no library experience, my session also covered the basics of using the library's website. October 6, 2022; February 9, 2023.
- Political Science 392: Special Topics in Political Science (Fall). I worked with an academic advisor in the Political Science Department, who was teaching this freshman seminar for the first time, to design an assignment centered around library resources and the research process. I also created a libguide and taught an instruction session to introduce library resources and skills needed to complete the assignment. In class, I had the students complete two activities: writing a research question and literature searching. October 12, 2022.
- Political Science 481: Exit Poll/Survey Polling (Fall). I created a libguide and taught an instruction session for this course to help students learn the skills necessary to complete a data analysis paper. The students completed a literature search activity during the library session. September 21, 2022.

- Political Science 800: Proseminar: Political Theory and Research Methods (Fall). I discussed relevant library resources for students working on their political science dissertations, with an emphasis on available data resources. During the session, I had the students work on an activity using the techniques and resources I discussed to help them start working on their specific research topics.

## Goals

- Spend one-third of my collections budget by January 1, 2023.
  - I spent down my EURMO and POLMO funds at this level. Appropriate resources for PKGMO are published sporadically since it is such a specialized field so spending at a steady rate is more of a challenge.
- Update all libguides and instruction material with Folio-specific links and information.
  - I updated my libguides with links to Folio. Additionally, I edited and updated resources to keep these guides useful and relevant.
- In my role as chair of GODORT Publications, work with the chair of GODORT's Notable Documents Committee to increase awareness and submissions for consideration.
  - I worked with the Notable Documents chair to develop a promotion strategy, which included hosting a webinar about Notable Documents. There were three times as many submissions this year compared to the previous year.
- Peer review at least one article per issue for the journal *DttP*.
  - I have been volunteering to review two to three articles per issue.

## Projects in progress

- Suzi Teghtmeyer and I are working on a grant application through the Library of Michigan's Library Services and Technology Act (LSTA) Improving Access to Information program to digitize School Garden Army leaflets that are currently only accessible on platforms like Proquest Congressional and on CIS Executive Branch microfiche. If funded, we will digitize the leaflets from fiche borrowed from the University of Michigan and make the leaflet scans freely available online. These scans will also be ingested into the Digital Public Library of America (DPLA). I have attended two mandatory webinars from the Library of Michigan about the LSTA grant process and have also met with staff at the Library of Michigan and

the DPLA to discuss our project proposal. The grant application is due May 31, 2023.

- I am researching and writing an article, to be published in ALA GODORT's journal *DttP: Documents to the People*, on how the Bureau of Home Economics shaped fashion trends in the early to mid-twentieth century.



### **SELF EVALUATION OF SCHOLARLY AND CREATIVE ACTIVITIES:**

Provide a comprehensive list of Criterion II activities. Examples of Criterion II activities are provided in Chapter 3 of the Librarian Handbook. This section may include a brief narrative relating to extent, impact, or importance of specific activities. **3 page limit.**

#### **Presentations**

- Digital Deposit Working Group Updates. Presented at the Federal Depository Library Program Spring Meeting, April 11, 2022.
- Ask Us Anything. Panelist. Federal Depository Library Program Fall Meeting. October 19, 2022.

#### **Publications**

- Ezzo, J. "Peace and Conflict Studies." *Magazines for Libraries*, edited by Cheryl LaGuardia, 31st edition, ProQuest LLC, 2022.

#### **Continuing Education**

- Folio cataloging training, April 5, 2022.
- Rebuilding Hope: Teaching in the Aftermath. Webinar presented by MSU's Office of the Provost, February 17, 2023.

Webinars presented by the FDLP Academy:

- Foreign Trade Data Before the Advent of Online Sources.
- New and High Frequency Data Products
- The Experiment of Employing Females as Clerks Has Been...a Success
- FDLP PURL Usage Report - Analyzing Usage of Digital FDLP Resources
- Daniel Inouye Center for Asia-Pacific Strategic Studies Information Resources
- Researching Federal Congressional Committee Hearings
- Weeding Tangible Federal Depository Collections
- Exploring Cataloging of Federal Government Documents at GPO
- Finding Statistics at the U.S. Department of Education
- In Focus: Flickr and the Library of Congress
- George C. Marshall European Center for Security Studies Information Resources
- CDC's Center for State, Tribal, Local, and Territorial Support: Overview and Resources
- GovInfo Tutorials
- Discovering Education Research through ERIC
- There's A Month for That: Exploring Federal Government Resources for Diverse Monthly Celebrations
- Inside the Monthly Labor Review: 107 Years of Historical Data
- Next Gen Finding Aid Website, the Bureau of Indian Affairs Photograph Finding Aid
- Maritime Administration Information Resources: Introduction to Its Economic, Maritime, and National Security Information Resources
- Using Science.gov to Access U.S. Government Science Information
- An Introduction to StatsAmerica's Most Popular Tools
- Connecting with your Communities: Promoting Voter & Civic Engagement

- William J. Perry Center for Hemispheric Defense Studies Information Resources
- Census Trade Tools for the FDLP
- Preservation Services for the FDLP: Preserving the National Collection for Present and Future Users
- Show & Tell – Cards of the Historic Shelf-list
- Federal Open Data - 2022 Update
- Knowing NAICS: Understanding the Way the Government Classifies Industries
- Access to Court Resources: PACER, court records, and more
- Science Resources at the Smithsonian National Museum of Natural History Libraries
- Can I Get That In My Language And How Do I Know I Can Trust It?
- Separation of Church and State: What Does the Government Publish About Religion?
- Chronicling America: Using Historical Newspapers

### **Conference Attendance**

- Federal Depository Library Program Spring Meeting. April 11-12, 2022 (virtual).
- Federal Depository Library Program Preconference: Updates from GPO's Library Services & Content Management. October 12, 2022 (virtual).
- Federal Depository Library Program Fall Meeting. October 17-19, 2022 (virtual).
- ALA GODORT Annual Meetings, June 13-17, 2022 (virtual).
- ALA GODORT Midwinter Meetings, January 16-20, 2023 (virtual).

### **SELF EVALUATION OF SERVICE AND/OR PROFESSIONAL ACTIVITIES:**

Provide a comprehensive list of Criterion III activities. Examples of Criterion III activities can be found in Chapter 3 of the Librarian Handbook. This section may include a brief narrative relating to extent, impact, or importance of specific activities. **3 page limit.**

#### **American Library Association (ALA) Government Documents Round Table (GODORT)**

Publications, Chair, July 2022-June 2023

- Elected, three-year term.
- Serves as member of GODORT Steering and attends monthly meetings.
- Duties include:
  - Coordinating the dissemination of information in GODORT's journal, *DttP: Documents to the People*.
  - Compiling information on publication options and procedures, reviewing to approve proposals, or submitted texts of items to be published, distributed, or endorsed by GODORT and making recommendations on publishing to the GODORT Steering Committee.
  - Maintaining a Notable Documents Panel responsible for the compilation and publication of an annual list of significant government documents.

Publications, Chair-Elect, July 2021-June 2022

- The Assistant Chair of the Committee is elected annually by the GODORT membership to serve a three-year term, rotating through the positions of Assistant Chair/Chair-Elect, then Chair, then Immediate Past Chair.

Serves on the editorial board for GODORT's journal, *DttP: Documents to the People*, providing peer review to submitted articles.

Maintains the GODORT State Agency Database libguide for the state of Michigan.

#### **Government Publishing Office (GPO) Depository Library Council (DLC)**

Member, 2020-2023

- This group serves as an advisory group to GPO and its Director. Council also plans and organizes the Fall and Spring FDLP conferences. Council has two-hour meetings every month with GPO.

Digital Deposit Working Group

Co-Chair, 2020-2022

- This group met twice a month and worked on issues related to the digital deposit of government information, with a focus on born-digital unreported documents (documents that should be disseminated through the FDLP but aren't) and providing recommendations on how to assist GPO with issues related to these unreported publications.

- As co-chair, I served as liaison between the working group and the rest of the Depository Library Council. I also presented updates at the DLC spring business meeting during the FDLP Spring conference.
- This group created a project with volunteers in the government information community to examine how they search for unreported publications. We created a detailed work form for collecting the search strategies used by these volunteers. I led 3 out of the 4 training sessions for our volunteers. The working group then evaluated the work forms to provide recommendations to GPO for training sessions and best practices related to searching for and reporting unreported publications.
- Helped write a final report with working group findings and recommendations to GPO.

**Visualizing Digital Deposit Working Group (VDDWG)**  
Member, 2020-2022

- Subgroup within the Digital Deposit working group, tasked with examining the feasibility of the transmittal of born-digital materials from GPO to depository libraries much in the same way that GPO currently disseminates tangible items. This subgroup interviewed representatives from the different types of libraries to discuss issues that would affect participation in such a program. I led three of these interviews. Provided our recommendations based on the interviews as part of the Digital Deposit Working Group's final report.

**Moderator, GOVDOC-L listserv**

- Review messages prior to posting to the listserv to ensure that only appropriate messages are distributed to listserv subscribers. I also monitor listserv error reports to resolve any errors related to posting or delivery of messages. Each moderator is solely responsible for one of these two tasks each month.

**GODORT of Michigan**

Webmaster, 2019-present

- Creates and maintains content on the GODORT MI website.

**Big Ten Academic Alliance, Heads of Government Publications**

Member

- Participates in in-person and virtual meetings to discuss issues related to government documents at Big Ten Academic Alliance institutions.

**MSU Library**

- Served as chair on a Continuous Appointment Reading Committee.

**External**

- Search committee member, University of Minnesota, Head of Government Publications, August 2022-March 2023.
  - Serves as representative for the 70 selective Federal Depository Libraries in Michigan, Minnesota, and South Dakota.
- Served as an external reviewer for a Government Information Librarian at an ARL institution.

## **Michigan Memories**

Member, Content Team

- This collaborative project ([michmemories.org](http://michmemories.org)) is part of the Michigan Service Hub and serves as a resource for primary sources housed at Michigan institutions. The primary audience for this project is K-12 Michigan educators. The Content Team works with educators and appropriate members of Michigan cultural institutions to curate content within the Michigan Service Hub and create useful materials for educators that promotes the various collections. This group meets weekly.
- Online exhibits we created this year include Women's History month, Arab American Heritage month, LGBTQ pride month, Hispanic Heritage month, Native American Heritage month, Black History month, Historic Preservation month, Summertime in Michigan, and the holiday season.