

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.**

For collections work, due to some librarian retirements, I added Military Studies and expanded the scope of European materials I select. Both of these were on separate funds (MILMO and EURMO), but after discussion with the Collections Strategist regarding 2023-2024 budgets, these funds were deactivated and materials relating to Military Studies and European politics and public policy are now purchased under the fund code for Political Science.

I updated my Collection Development Policies (Political Science and Public Policy, Military Studies, U.S. Government Documents, International Documents, and Packaging). I integrated my expanded role of purchasing European materials into my policy for Political Science and Public Policy. I also wrote subject-specific Diversity, Equity, and Inclusion (DEI) statements for each of my policies. For Political Science and Public Policy, I also included a statement regarding the purchasing of sensitive and controversial materials.

I evaluated the following electronic resources for purchase consideration:

- L2 data Voter file: provides current and historic election and consumer data at the person level. This contract is currently being reviewed.
- Capitol Hill Access: provides current and historic campaign finance data. Purchased.
- Coherent Digital Global Think Tanks: this database serves as a replacement to the OECD iLibrary, which is going away. Provides access to documents from policy experts, think tanks, IGOs, and NGOs. Purchased.
- Proquest Regulatory Insights Historic Rules and Guidance: a compilation of historic rules associated with specific public laws prior to the creation of the Federal Register (pre-1936). Purchased.
- Proquest Executive Branch Documents: Great Series & Reports. Curated collection of executive branch documents . I decided not to buy this as it is duplicative content that is easy to find in Proquest Congressional and it does not add much value for our researchers.

I was contacted by new Political Science librarian from the University of Toronto. She was new to collections and wanted to discuss how I am integrating DEI into my collections work. She also wanted advice on how to navigate a subject that can include sensitive topics and controversial topics and

opinions. I explained the resources I use to help me select materials from and about underrepresented populations and other aspects of diversity, equity, and inclusion as they relate to Political Science and Public Policy. I also showed her my recently updated Collection Development Policy for Political Science, which addresses both DEI, as well as a statement regarding the inclusion of sensitive materials in this collection.

I participated in the Summer Research Opportunity Program (SROP) on June 1. I worked with two Packaging students to talk about their research project, the relevant resources for their topics, and search strategies.

Library Instruction

- Urban Planning 314: Methods for Investigating Urban Systems (Spring 2023). Amanda Tickner and I provided instruction on finding and using Census data. My part focused on using library and Census resources to access numerical data and statistics.
- Political Science 800: Proseminar: Political Theory and Research Methods (Fall 2023). I discussed relevant library resources for students working on their political science dissertations, with an emphasis on available data resources. I also discussed academic integrity, including how and when to cite sources and using citation managers. During the session, the students completed two activities: one related to summarizing and citing text and the other on using the techniques and resources I discussed to start working on their specific research topics.
- James Madison College 498: Civic Engagement and Community Development in Lansing (Fall 2023). 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.
- James Madison College 384: Metropolitan Society--Detroit (Spring 2024). I created a libguide on resources related to Detroit, with an emphasis on Census and demographic information. I taught an in-person session on how to find newspaper articles as well as how to use Census resources, such as data.census.gov, Social Explorer, and Policy Map.
- Communication 902: Communication Research Design II (Spring 2024). I was invited to this class to discuss finding and using public opinion and social attitude microdata. I have worked with this faculty member a number of times this past year with providing Gallup microdata and he noted that he has noticed in previous semesters of this class that his students struggle with finding microdata that they can use for their data analysis assignments and he hoped my session would help his students find appropriate data sets. Since this class, I have been working individually with a number of his students on finding and understanding datasets, as well as finding scholarly articles related to their topics.

Eli Landaverde and I continued to capture local election websites for the 2023 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. With the retirement of Ed Busch, Eli and I put out of call to library staff asking if anyone would be interested in learning more about web archiving and assisting us with this ongoing project. Sarah Mainville volunteered and we happily added her to our team.

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. There has been a considerable increase in the number of requests that I am seeing for Gallup microdata, which is fantastic since it is rather expensive. Researchers are affiliated with the following departments: Psychology, Environmental Science and Policy Program, Communications, AFRE, Political Science, and Communication Arts.

I met with Lisa English to receive training on how to import and edit the weekly and monthly catalog records we receive from MARCIVE for tangible and electronic government documents. This process involves editing the files in Marc Edit, importing the modified records into Folio, and creating and cleaning up an Excel spreadsheet of these records for the Government Documents staff to use for their work.

For my secondary assignment in Cataloging, I continued to work on cataloging video games that were part of the ROVI donation, as well as new games purchased by the Video Game Coordinator on the GAMMO fund.



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

- Open Forum on Active Promotion of Government Information. Panelist. Panelist. Federal Depository Library Program Spring Conference. May 2, 2023.

Articles

- “The Bureau of Home Economics as a Fashion Influencer.”
 - Article submitted to the journal *DttP: Documents to the People*. Article is currently undergoing peer-review.

Editorial Work

- Serves on the editorial board for GODORT’s journal, *DttP: Documents to the People*, providing peer review to submitted articles.
- Serves on the editorial board for GODORT’s Occasional Paper series. Edited the 107-page manuscript “Presidential Task Force on Missing and Murdered American Indians and Alaska Natives Publications, 2020-2021.”

Continuing Education

- Words Matter for the CSU: Inclusive Description Task Force. Webinar about best practices for inclusive cataloging.
- What's New and Different with OLAC Cataloging Best Practices. Webinar.
- Dropping the Other I-Word: Local LCSH Replacements. Core webinar about replacing unethical or problematic subject headings.
- Midwest National Collection Service Area Print Distribution. GPO webinar on the new limited distribution of print materials issued through the Federal Depository Library Program.
- Using Critical Reflection to Navigate Diversity, Equity, and Inclusion Issues. Core webinar.

Webinars presented by the FDLP Academy:

- How the National Security Archive Uses the FOIA to Expand Access to Our History

- How to find Old SuDoc Classification Numbers
- The 1950s Census
- Secrets of the Super Searchers II – Statistics
- Finding Social Science Data using Federal and State Resources
- Data Librarianship
- GovInfo API Overview and Search Service Preview
- USPTO Intellectual Property Resources
- Paper Maps & Rogue TIGERs: Using Government Documents to Digitize 1980 Census Blocks for IPUMS NHGIS
- Secrets of the Super Searchers III – Law
- Data.census.gov
- Promoting Your Federal Documents Collection
- Resources at the National Indian Law Library
- Secrets of the Super Searchers IV - Old School Wisdom, New School Tools for Difficult Questions

Conference Attendance

- Federal Depository Library Program Spring Preconference: Updates from GPO's Library Services & Content Management. April 27, 2023 (virtual)
- Federal Depository Library Program Spring Conference. May 1-2, 2023 (virtual)
- ALA GODORT Annual Conference Meetings. June 12-16, 2023 (virtual)
- Federal Depository Library Program Fall Preconference: Updates from GPO's Library Services & Content Management. October 12, 2023 (virtual)
- Federal Depository Library Program Fall Conference. October 16-18, 2023 (virtual)
 - Notable sessions:
 - Words Matter: Harmful Language and U.S. Government Information
 - We're in This Together: Research Data, Government Information, and the Future of Open Science
 - Federal Depository Collections: Where Do We Belong in the Academic Library?
 - (Re)Building Trust in a Sea of Distrust
- ALA GODORT Midwinter Conference Meetings. January 8-12, 2024 (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, Past Chair, July 2023-June 2024

- Assists current chair with running meetings and addressing issues related to the work of the committee.

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.

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

Government Publishing Office (GPO)

Depository Library Council (DLC)

Member, April 2020- April 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.

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.

University of Minnesota

Regional Advisory Group

Member

- Represents Michigan Federal Depository Libraries in an advisory role to the Regional Librarian at the University of Minnesota.
- Provides feedback to the Regional Librarian on policies and procedures related federal depository operations in the area, such as procedures for disposing of depository material.
- Assist with planning the hybrid fall meeting and the spring forum.

Michigan Memories

Member, Content Team

• This collaborative project (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.

MSU

University Committee of Academic Governance (UCAG)

Member, elected to serve as representative to the Libraries, 2023-2026

- UCAG is responsible for reviewing, interpreting, and recommending amendments to the Bylaws for Academic Governance. The committee's decisions are subject to review by the University Council and the Board of Trustees. UCAG also reviews college bylaws for consistency with the Bylaws for Academic Governance. Every college's bylaws are reviewed at least once every five years. Additionally, UCAG conducts a continuing review of best practices for dean reviews, reviews unit appeals involving cases between units, and provides help coordinate the membership of various other academic governance bodies. This group meets biweekly.

MSU Library

Catalog Development Advisory Working Group (CDAWG)

Member, 2023-2025

- CDAWG members help gather and interpret feedback about the catalog; help the development team prioritize features to improve the catalog; and assist in relaying information to the wider staff. CDAWG members meet with the development team at each sprint review (as often as twice a month) and otherwise may meet independently each month as needed.

Search committee member and Affirmative Action Advocate:

- Physical Sciences Librarian
- Engineering and Innovation Librarian

Appointed by the Dean of Libraries to serve on a Reading Committee for a MSU Law Librarian seeking continuous appointment with promotion to Librarian II.