



Name:	<u>Julia Ezzo</u>	Primary Position:	<u>Government Information & Political Science Librarian</u>
Rank:	<u>Librarian II/CA</u>	Primary Division:	<u>Collections</u>
Secondary Assignment(s):	<u>Cataloging</u>	Appointment: (AN, AY, Other)	<u>AN</u>
		Duration of Leave: (if applicable)	<u></u>

D. ANNOTATED GOALS AND OBJECTIVES and POSITION DESCRIPTION:

Goal I. Provide and maintain a collection of information resources that will support the identifiable research needs of the university community as well as those of scholars worldwide.

Continuing Objective 1: Maintain the physical collection and select/deselect appropriate materials in the areas of U.S. Federal Government, International Government, European Union, Canadian Government, and Political Science.

Specific Objectives:

- Review the Federal Depository Library Program (FDLP) selection profile before October 1 to add or remove items.
 - I reviewed and modified our selection profile on September 25, 2019.
- Complete the FDLP Biennial Survey regarding our depository collection and access to users to fulfill our legal requirements.
 - This survey was completed in October 2019.
- Monitor new monographs for purchase consideration for Political Science.
 - Ongoing. I continue to purchase books, both print and electronic, with an emphasis on purchasing materials that align with the research interests of faculty in the Department of Political Science.
- Review databases for subscription consideration.
 - Ongoing. Breezy Silver and I reviewed L2, which provides incredibly detailed household data. I also evaluated Politico Pro.
- Monitor IGO and NGO publications for purchase considerations not covered by approval plans.
 - Ongoing, though many NGO's and IGO's, such as the International Monetary Fund, are moving towards making their publications freely available online.
- Evaluate Proquest resources that pertain to U.S. federal documents and purchase databases that will enhance our collection, such as Legislative Insights 2020, and additional Digital National Security Archive modules.
 - Before the end of the fiscal year, I will purchase appropriate Proquest materials such as Congressional Hearings 2020.
- Review and remove U.S. federal documents from Remote Storage, transferring items to keep to the Main Library Government Documents collection, sending unwanted items that are not owned by our Regional Library at the University of Minnesota, and properly dispose of unwanted materials per FDLP guidelines.
 - Ongoing.



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- Review lists from Google to consider sending for both destructive and non-destructive digitization.
 - I completed the review of these lists in July 2019.
- Hire, train, and manage student employees to shelve and maintain government documents material on 3 West, 2 West (microfiche), and 1 East.
 - I currently have one student employee who maintains this collection.

Goal II. Provide instructional services and personal assistance to aid library users in identifying, locating, and using resources.

Continuing Objective 1: Provide library instruction and guides related to government information and political science.

Specific Objectives:

- Provide library instruction sessions related to finding and using government information and political science resources.
 - Provided library instruction on finding statistical information for London and the UK for MC 202 (London and the Global City), March 20, 2019.
 - Provided library instruction on finding data and using library resources for graduate students in PLS 800 (Political Theory and Research Methods), September 9, 2019.
 - Provided library instruction on finding laws and regulations for PKG 485 (Packaging Development) along with Anita Ezzo and Breezy Silver, September 11, 2019.
 - Provided library instruction on finding books, articles, public opinion data, and statistics for PLS 422 (Ethnic Politics), October 19, 2019.
 - Provided library instruction for PLS 100 (Introduction to American Government). Each semester included approximately 200 students. My session was tied with their final research paper to propose a new constitutional amendment. I taught how to find bills and proposed amendments, how to write an amendment, how to find resources such as public opinion data, scholarly articles, newspaper articles, CRS Reports, and how to cite their sources using the Chicago Manual of Style.
 - October 2, 2019
 - February 12, 2020
 - Provide library instruction on finding local and state information, such as Census data and education data for MC 498 (Community Development and Civic Engagement in Lansing), February 17, 2020.



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Continuing Objective 2: Promote and facilitate access to MSU Libraries resources by the creation, enhancement, organization, and maintenance of high-quality catalog data.

Specific Objectives:

- As a secondary assignment, catalog library resources such as video games and their peripherals, creating original bibliographic records, or enhancing inadequate copy catalog records, according to national and local standards and using appropriate cataloging guidelines.
 - Ongoing. I have been focusing on cataloging PlayStation 4, Xbox 360, Xbox One, and PlayStation Portable video games.
- Help create documentation for local practices for video game cataloging.
 - Completed. I have created a workflow for processing video games, including games added to the collection outside of the Rovi collection and Rovi video games that do not have Rovi accession numbers. This documentation has been added to Confluence by Joshua Barton.

Goal III. Promote the use of the University Libraries and appropriate information resources.

Continuing Objective 1: Promote the MSU Libraries' resources and services to the MSU community.

Specific Objective:

- Promote library resources that relate to government information in my libguides, during reference interactions, and during instructions sessions, such as Simply Map for finding statistics from the Census.
 - Ongoing. I presented on Political Science resources at a Reference Meeting in September 2019 and participated in the Dazzling Databases Showcase in December on the resource Voxgov.
- Update the Political Science Inclusive Teaching webpage.
 - Completed April 2019.

Goal IV. Participate in appropriate service, professional, and scholarly activities.

Continuing Objective 1: Explore presentation and publication opportunities.

Specific Objectives:



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- Write a journal article on the Bureau of Home Economics and the use of those documents for studying the history of fashion.
 - Ongoing. I have finished my research on this topic and am working on my manuscript.

Continuing Objective 2: Participate in conferences, classes, and training sessions to expand my knowledge.

Specific Objectives:

- Attend ALA Annual and attend meetings related to government information and cataloging.
 - I attended ALA Annual in June 2019 in Washington, D.C.
- Attend the FDLP spring and fall conferences.
 - I attended the virtual meeting in April 2019 and the in-person meeting in Arlington in October 2019.
- Attend the GODORT of Michigan spring meeting conference.
 - I attended this meeting in Detroit in May 2019.

Continuing Objective 3: Remain active in local and national organizations.

Specific Objectives:

- Serve as Secretary for ALA GODORT.
 - My term as Secretary ended in July 2019.
- Serve as member of the Nominating Committee for GODORT ALA.
 - I am currently serving as a member of the Nominating Committee.
- Serve as President of GODORT Michigan.
 - I am currently serving as past-president until June 2020.
- Serve as Past-President of GODORT Michigan.
- Submit self-nomination to be on the ballot for the MSU Libraries' Faculty Affairs Committee (FAC).
 - I was elected to FAC and was made chair of this committee. As chair, I also serve as an Ex-Officio member of the Libraries' Steering Committee.
- Submit self-nomination to serve as a member of the Depository Library Council (DLC). The DLC is an advisory group to the Public Printer, Superintendent of Documents, and GPO. There are monthly meetings, as well as in-person meetings with a three year term of service.
 - I submitted my application to be considered and will receive a response from GPO in April 2020.