

**Archbishop Alemany Library
Strategic Goals
2002-2004**

I. New Program [Curriculum] Planning and Development

Objectives	Responsibility	Action Steps	Semester
A. Launch <i>Information & Research</i> Program	Alexa Stoneman, Mary Grossmann & Laurie Isenberg	<ol style="list-style-type: none"> 1. Deliver RES 2000 course to qualified new transfer students 2. Assess program (see IV.A.) 3. Modify program depending on assessment (Alexa) 4. Prepare all reference librarians to teach sections by Summer 2003 (Alexa) 	Sum 2003 Spring 2003 Spring 2003 Sum. 2003
B. Develop an information literacy plan for all graduate programs	Laurie Isenberg	<ol style="list-style-type: none"> 1. Meet with Directors of graduate programs 2. Deliver information literacy course materials and lectures in all graduate programs 	Fall 2002 Spring 2003
C. Develop faculty information literacy development program	Alexa Stoneman	<ol style="list-style-type: none"> 1. Work with CLIENT to plan faculty development sessions 2. Develop detailed program for new and continuing faculty 	Fall 2003 Fall 2003
D. Support new programs through Library acquisitions	Alan Schut	<ol style="list-style-type: none"> 1. Maintain Collections Librarian role in new program development cycle and on CAP 2. Finalize Library acquisition budget procedures for new programs, including streamlining transfer of funding in support of core collection building 	Fall 2002 Fall 2002
E. Catalog print and electronic serials	John Hauf, Laurie Isenberg, Mary Grossmann & Amber Thomas	<ol style="list-style-type: none"> 1. Develop protocol for managing electronic serials catalog records (Amber) 2. Obtain and import bibliographic records into Innovative (John & Laurie) 3. Link from Web OPAC to Journal List (Mary) 4. Prepare item records (Amber) 5. Investigate loading online serials records into Innovative (Laurie, John, & Amber) 6. Research e-journal vendor MARC record services (Laurie & Amber) 	Spring 2002 Sum. 2002 Fall 2002 Spring 2003 Spring 2003 Spring 2003

F. Prepare space for Latino Film Festival collection and a database for the collection	Halsted Bernard, Alan Schut & Kevin Leslie	<ol style="list-style-type: none"> 1. Meet with Latino Film Festival staff to determine a suitable space to archive and preserve the Festival's film collection. 2. Work with vendor to setup a Web site and database for accessing the Festival's collection. 3. Collaborate with Circulation Dept. to develop appropriate circulation procedures for videos 	<p>Spring 2003</p> <p>Spring 2003 Spring 2003</p>
G. Create appropriate space for rare books archive	Halsted Bernard & Alan Schut	<ol style="list-style-type: none"> 1. Find adequate space for archive 2. Secure the archive space 3. Investigate sources of outside funding 	<p>Fall 2004 Fall 2004 Spring 2003</p>
H. Explore document delivery methods for Library patrons	Kevin Leslie	<ol style="list-style-type: none"> 1. Examine Adobe PDF technology for purpose of electronic delivery 2. Meet with Jeanne Redsecker to determine interest from Pathways students 3. Determine appropriate cost and billing procedures 4. Present findings to Library Dean 	<p>Fall 2002 Fall 2002 Fall 2002 Fall 2002</p>
I. Research security systems for the Library	Security Committee	<ol style="list-style-type: none"> 1. Review literature, vendors, and products 2. Determine Library's needs and assess actual cost of lost or stolen materials 3. Dialogue with outside institutions on their security systems 4. Present case to Administration if necessary 	<p>Fall 2002 Fall 2002 Spring 2003 Spring 2003</p>
J. Begin a system of billing I.T. and the public copier account for paper supplied by Library budget	Kevin Leslie	<ol style="list-style-type: none"> 1. Track paper supplied using receipts 2. Bill departments monthly or quarterly using ledger correction forms 	<p>Fall 2002 Spring 2003</p>
K. Secure additional full-time Reference & Instruction Librarian	Laurie Isenberg & Sherry Volk	<ol style="list-style-type: none"> 1. Recruit and hire new librarian 2. Train new librarian 	<p>Sum. 2002 Fall 2002</p>
L. Display Suor Euphrasia Burlamacchi's 16 th century illuminated antiphonaries	Alan Schut	<ol style="list-style-type: none"> 1. Design and implement Web site to describe and display the works 2. Research sources of funding to conserve and restore manuscripts 	<p>Fall 2003 Fall 2003</p>

II. Current Program [Curriculum] Development

Objectives	Responsibility	Action Steps	Semester
A. Retrospective conversion of card catalog (WASC Recommendation)	John Hauf, Alan Schut & Carol Degenhardt	1. Secure funding to continue Retrospective Conversion Assistant position through project completion, hire one additional Retrospective Conversion Assistant and one person to process and label the books (with grant writing assistance from Sherry, Alan, and Laurie).	Spring 2003
		2. Complete the conversion of 10,000 titles.	Spring 2003
		3. Continue to reorganize LC shelving to accommodate converted Dewey titles.	Ongoing
		4. Train part-time conversion volunteer	Fall 2002
B. Book development expansion project (WASC Recommendation) and collection assessment	Alan Schut	1. Assess each area of collection to identify subject areas of weakness	Ongoing
		2. Purchase resources to bolster weak areas	Ongoing
		3. Assuming a book/video allocation of \$100,000 for the current fiscal year, add at least 2,000 titles to our print collection and 20 titles to our video collection	Ongoing
		4. Acquire American history titles with Judy Parle Book Fund	Spring 2003
		5. Arrange at least one appointment each year with every full-time faculty member and core adjunct faculty member	Ongoing
		6. Consult with division/department heads about long-term course planning so resources can be ordered well in advance of need	Ongoing
		7. Improve departmental allocation formula for book acquisitions with an eye to simplicity and equity	Spring 2003
C. Electronic book implementation	Laurie Isenberg, John Hauf, Mary Grossmann	1. Develop expertise in electronic book cataloging and record management techniques by attending workshop	Spring 2003
		2. Catalog electronic books	Spring 2003
		3. Promote electronic book collection	Fall 2003
		4. Expand electronic book collection	Spring 2004
E. Secure multimedia collection	Halsted Bernard	1. Determine possibilities for securing multimedia collection	Spring 2003
		2. Purchase any necessary accessories for securing collection	Fall 2003
G. Improve gathering and analysis of Circulation statistics	Halsted Bernard, Robbie Hayes, & Martha Ezell	1. Develop templates in phStat or Excel	Fall 2002
		2. Utilize phStat or Excel analysis tools to analyze usage statistics	Spring 2003
H. Determine definitive Library hours of operation	Halsted Bernard, Robbie Hayes, & Martha Ezell	1. Assess the needs of the campus community for Library hours	Fall 2002
		2. Research operating hours of comparable institutions	Fall 2002
		3. Publicize hours and state the importance of adherence by other departments	Spring 2003

I. Transfer control of public copier account (1513) to Purchasing	Kevin Leslie	<ol style="list-style-type: none"> 1. Discuss implications with Cindy McDonell in Purchasing 2. Have Doreen Chiang transfer control of 1513 from Library to Purchasing 	Fall 2002 Spring 2003
J. Create system of fines and billing for ILL materials	Kevin Leslie	<ol style="list-style-type: none"> 1. Meet with Circulation staff to determine appropriate fines 2. Publicize the plan in all ILL materials (handouts, Web site, etc.) 	Fall 2002 Fall 2002
K. Communicate Circulation procedures to staff and faculty	Halsted Bernard, Robbie Hayes, & Martha Ezell	<ol style="list-style-type: none"> 1. Develop communication plan 2. Implement communication plan 	Fall 2002 Spring 2003
L. Improve full-text electronic databases	Alexa Stoneman, Laurie Isenberg, Mary Grossmann & Alan Schut	<ol style="list-style-type: none"> 1. Study data gathered by Director of Collections regarding collection weakness 2. Identify and select new indexing and full-text electronic databases to complement our print and microfilm collections 3. Purchase and integrate new databases 	Fall 2002 Fall 2002 Spring 2003
M. Strengthen relationship with SJSU Library School	Mary Grossmann	<ol style="list-style-type: none"> 1. Establish contact with SJSU 2. Recruit intern candidates 	Fall 2002 Spring 2003
N. Improve management and organization of print and online periodical holdings	Amber Thomas, Laurie Isenberg & Alan Schut	<ol style="list-style-type: none"> 1. Prioritize importance of journal titles and replace stolen and damaged issues/volumes through services such as Backserv 2. Solicit faculty input on the cancellation of individual serials 3. Remove back volumes of discontinued foreign language and/or rare serial titles from current shelving area and place them in archive 4. Adopt an online serials manager similar to Serials Solutions or TD Net (w/ Laurie) 5. Cut back on time spent updating databases journal title by journal title 6. Maintain a quick access list to vendor contact information 7. Maintain a long term record of maintenance required for each database 	Fall 2002 Fall 2002 Fall 2002 Spring 2003 Spring 2003 Spring 2003 Spring 2003
O. Gather periodical holdings and cost statistics	Amber Thomas	<ol style="list-style-type: none"> 1. Maintain easily accessible figures that reflect annual changes to holdings and costs 2. Build on accurate, updated figures 	Spring 2003 Spring 2003
P. Shelf-read the entire collection over the winter break	Library Staff	<ol style="list-style-type: none"> 1. Shelf-read 	Winter 2002

Q. Catalog master's theses	John Hauf	1. Perform original cataloging for 10 theses, five from 1998 and five from 1999	Fall 2002
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III. [Library, Instructional Resources &] Academic Technology

Objective	Responsibility	Action Steps	Semester
A. Improve remote access to electronic Library resources	Laurie Isenberg & I.T. Department	1. Test EZProxy (and other remote access) software and determine potential conflicts with new Library system software	Fall 2002
		2. Select, purchase, and implement remote access software in collaboration with I.T. Dept.	Spring 2003
B. Improve classroom and lab scheduling	Halsted Bernard, Robbie Hayes & Martha Ezell	1. Prepare a list of Library needs and concerns for scheduling software 2. Meet with Registrar's Office and Events Management to agree on standard policies	Sum. 2002 Sum. 2002
C. Purchase new AV equipment	Halsted Bernard, Robbie Hayes & Martha Ezell	1. Prepare a list of AV equipment for the Library 2. Meet with I.T. to formulate a plan for purchasing equipment	Sum. 2002 Sum. 2002
D. Improve online catalog Web screen layout and features	Mary Grossmann	1. Meet with College of Marin librarians, analyze current configuration. 2. Study other Library configurations 3. Redesign search screen	Fall 2002 Fall 2002 Spring 2003

IV. Assessment of Educational Effectiveness for Continuous Program Improvement

Objectives	Responsibility	Action Steps	Semester
A. Assess Information Literacy SLO goals (See IA above)	Alexa Stoneman & Laurie Isenberg	1. Work with Grace Grant to determine assessment tool 2. Compare information literacy rate of students in old GE vs. new GE 3. Assess one SLO goal	Fall 2002 Spring 2003 Spring 2003

V. Faculty Development, Mentoring and Support: Expand

Objective	Responsibility	Action Step	Semester
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A. Maintaining expertise of Library staff and faculty with up-to-date methodology	Library Staff and Faculty	<ol style="list-style-type: none"> 1. Attend conference or workshop focusing on academic information literacy (Alexa) 2. Attend conference or workshop focusing on advanced training in ILL management (Kevin) 3. Attend annual conference on collection development 	<p>Spring 2003 Sum. 2002</p> <p>Fall 2002</p>
B. Faculty and staff office and work space	Sherry Volk	<ol style="list-style-type: none"> 1. Increase faculty and staff efficiency and enhance workspace by moving selected Library faculty, staff and functions into space currently occupied by Academic Support Services 2. Assess ergonomic needs and replace furniture as required 	<p>Sum. 2002</p> <p>Fall 2002</p>
C. Improve Student Assistants' performance	Halsted Bernard, Robbie Hayes, Martha Ezell, Carol Degenhardt, John Hauf & Amber Thomas	<ol style="list-style-type: none"> 1. Initiate regular communication between Circulation Supervisors and Assistants 2. Initiate regular meetings 3. Inaugurate training workshops at the beginning of each semester for student workers involved in shelving 4. Update Circulation manual 5. Create an online curriculum in Blackboard 6. Have Reference Department give a basic reference skills training to Assistants (w/ Laurie & Mary) 7. Redefine job description for student assistants in Technical Services (Carol) 8. Train at least two new student assistants for serial processing (Amber) 9. Train several new students for labeling, book processing, etc. (Carol and John) 	<p>Fall 2002 Fall 2002 Fall 2002</p> <p>Fall 2002 Spring 2003 Spring 2003 Fall 2002 Fall 2002 Fall 2002</p>

VI. Student Retention

Objectives	Responsibility	Action Steps	Semester
A. Improve teaching, learning, meeting, and physical environment	Sherry Volk, Halsted Bernard, Laurie Isenberg, Robbie Hayes & Martha Ezell	<ol style="list-style-type: none"> 1. Select appropriate window coverings and furniture 2. Purchase and install new furniture and window coverings in all Library classrooms 3. Replace lobby furniture 4. In collaboration with Art Department, revise the foyer of the library to make it more welcoming 5. Needs assessment of signage in the Library, research and purchase product 6. Reevaluate Circulation desk layout 7. Create a floor plan of the library (two dimensional and three dimensional) 8. Replace sagging light fixture lenses 	<p>Spring 2002 Spring 2003 Fall 2003 Fall 2002</p> <p>Spring 2003 Spring 2003 Fall 2002 Fall 2002</p>

B. Improve Library services to our patrons	Reference Faculty & Circulation Staff	1. Hold focus groups with Dominican community to discern patrons' specific concerns and requirements 2. Develop plan to address concerns identified in focus group	Spring 2003 Sum. 2003
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VII. Marketability [of Programs and Participation in] Student Recruitment

Objectives	Responsibility	Action Steps	Semester
A. Improve Library portion of campus tours	Laurie Isenberg	1. Review tour agenda with Student Ambassadors coordinator 2. Monitor tours to ensure	Ongoing Ongoing
A. Improve teaching, learning, meeting, and physical environment	Sherry Volk, Halsted Bernard, Laurie Isenberg, Robbie Hayes & Martha Ezell	1. <i>See Student Retention, Objective A</i>	Spring 2003

VIII. Fundraising, Advisory Councils and Community Relations

Objectives	Responsibility	Action Steps	Semester
A. Explore grant funding possibilities	Sherry Volk and Library Faculty	1. Work with Development Office to identify potential funding sources and draft proposals 2. Research external funding sources for creation of suitable space for rare books, Dominican archives, and special collections	Spring 2003 Spring 2003

IX. Diversity Initiatives

Objectives	Responsibility	Action Steps	Semester
A. Continue to build collections in support of diversity	Alan Schut	1. Maintain liaison relationship with campus Diversity Action Group and Latino Film Festival 2. Purchase materials in support of diversity	Ongoing Ongoing

Glossary:

RELEVANCE = pertinence, applicable, current standards

EXCELLENCE = of exceptional merit

MARKETABILITY = meeting community need and student is willing to pay

DISTINCTIVENESS = Mark of achievement, renown, prominence

TARGET DATES OF COMPLETION:

1ST QUARTER: SEPT. 30 BOARD MTG ON OCTOBER 18

2ND QUARTER: DEC. 31 BOARD MTG ON JANUARY 31

3RD QUARTER: MARCH 31 BOARD MTG ON APRIL 4

4TH QUARTER: JUNE 1 BOARD MTG ON JUNE 6