

Archbishop Alemany Library Strategic Goals- 2004-2007

I. Collections: Goal: To be recognized as a fine, small university library.

	Action Steps	Semester	Completed
A. Increase book collections	1. Health Sciences, Sciences, Business, Education (ALAN)	1 Qtr., 04	Ongoing
	2. Determine allocation formula for \$100,000 book budget for FY 2004-05 (ALAN/KEVIN)	1 Qtr., 04	Completed
	3. Review and improve Books04 Excel file for book acquisitions (KEVIN/ALAN)	1 Qtr., 04	Completed
	4. Review current book vendors and explore alternative vendors (ALAN)		
	5. Submit bibliographies of potential book acquisitions to faculty in Nursing, OT, Natural Sciences, Business, Education for Fall 04 and Spring 05 courses. (ALAN)	1/2 Qtr's., 04	
	6. Arrange meetings with department faculty in Nursing, OT, Natural Sciences, Business, Education to: (ALAN)	2 Qtr., 04	Ongoing
	<ul style="list-style-type: none"> • identify other programs in each discipline with which we should compare ourselves • identify specialty publishers in each discipline whom the library should regularly monitor • weight formats for collection development in each discipline (e.g., book, periodical, audiovisual, online subscription database) and budget financial resources accordingly • Assess long-term collection needs in support of curricular offerings in Professional Programs and Natural Sciences • Clarify WASC's demand that Library collections demonstrate impact on student learning outcomes and establish assessable criteria to measure such impact 	2 Qtr., 04 2 Qtr., 04 4 Qtr., 05 4 Qtr., 05	
	7. Complete disposition of gift books in Technical Services area. (STEVE/ALAN)		Goals 8-9 partially completed
	8. Review "Missing Book List" and determine replacement or deletion from INNOPAC (ALAN)	2 Qtr., 05 4 Qtr., 05	Completed
9. Determine suitability of acquiring Millennium III Acquisitions Module to support electronic ordering, tracking, and report generation in collection development (ALAN)	3 Qtr., 05	Completed	
B. Assess serial and database collection/usage	1. Assess business, education, psychology, and science collections (AMBER/ALAN)	1 Qtr., 06	Ongoing
	2. Review database use; add and delete databases as appropriate (KEVIN/AMY)	2 Qtr., 04	
	3. Add a primary science database (grant) (KEVIN/AMY)		
	4. Identify reputable database review source for subscription (ALAN)		Completed

C. Update catalog to reflect collection	1. Clean up catalog entries in error from recon (JOHN/ FRANCOISE)	FY 06-07	Completed
	2. Complete catalog authority work (JOHN/ work (to be contracted out) (JOHN)		Ongoing
	3. Review standards for catalog record enhancement by format (JOHN/ALAN/FRANCOISE)		
	4. Enhance catalog records (long term project JOHN/FRANCOISE)Add 2000 e-books to OPAC (JOHN)	4 Qtr., 08 2 Qtr., 04	Ongoing
	5. Add 700 serials records to OPAC (AMBER)	2 Qtr., 04	Completed
	6. Complete original cataloging of DUC Masters Theses through 2003 (JOHN)	2 Qtr., 04	Completed
	7. Catalog remaining Ukiah gift books (c. 100) already negotiated (FRANCOISE)	2 Qtr., 04	Completed
	8. Relabel books with faintly printed spine labels (STUDENT WORKERS)		Completed
	9. Relabel remaining folio books as quarto books		Completed
	10. Recode video call number fields from 099 to 090 so they will be searchable in OPAC (JOHN)	4 th Qtr., 05	Completed
	11. Convert 50-60 remaining PZ3-PZ4 books to appropriate PR-PS call numbers (/FRANCOISE)	4 Qtr., 05	Completed
	12. Convert PZ-classed children's books to regular LC call numbers (STEVE)		Completed
	13. Catalog remaining gift books currently in Technical Services area (JOHN/FRANCOISE)		Ongoing
	14. Catalog new gift books received (JOHN/FRANCOISE)		
	15. Determine disposition of bound and unbound musical scores (JOHN)	4Qtr., 07	Ongoing
	16. Complete recataloging of 100 problem "recon" books (JOHN)	4 Qtr. 04	Completed
	17. Catalog LP records (JOHN)		Ongoing
	18. Convert 300 remaining DUC Masters Theses in Dewey to LC (JOHN)	2 Qtr. 07	Ongoing
	19. Delete duplicate subject headings from the catalog (JOHN)		Completed
	20. Delete duplicate name headings from the catalog (JOHN)	4 Qtr. 05	Completed
	21. Complete original cataloging of DUC Masters Theses through 2004 (JOHN)		Completed
	22. Review disposition of and public access to bachelors thesis (ALAN/JOHN)		Ongoing
	23. Add ESJ links to serial records to indicate individual online access (AMBER/LISA)		Completed
	24. Evaluation and addition to rare book collection (donation by M. Dill) (FRANCOISE)		Ongoing

D. Assess Library holdings	1. Complete inventory of Library holdings		Ongoing
E. Improve and clean up storage and maintenance of periodicals	<ol style="list-style-type: none"> 1. Bind serials + replace missing issues (5 years back)(AMBER) 2. Send 1,200 journal volumes to the bindery for processing (AMBER/LISA) 3. Replace up to 300 missing issues (AMBER/LISA) 4. Determine space available to retain print journals maintained in microfilm (AMBER/ALAN) 5. Relocate foreign language and cancelled journals to accessible storage area Indicate location and holdings accordingly (AMBER/LISA) 6. Reassign selected standing orders from Serials to Collections. Clean up Standing Order Excel sheet (ALAN/AMBER) 7. Weed Journal collection based on use, online access, and appropriateness (AMBER) 8. Integration of EBSCO Interactive Claiming website (AMBER/LISA) 9. Shifting periodical collection for 10 years growth (AMBER) 10. Development of periodical binding policy and procedures (AMBER/LISA) 	<p>2 Qtr., 04 2 Qtr., 05- 2 Qtr., 04</p> <p>2 Qtr., 04- 4 Qtr., 05 3 Qtr., 05</p>	<p>½ done on-going</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Ongoing</p> <p>Completed</p>
F. Add personnel to provide effective response in area of collection development as demanded by growth	1. Hire additional cataloger	2007	

II. Service : Goal: To increase service to Library clientele to reach 90% on the LIBQUAL survey.

Objectives	Action Steps	Semester	Completed
A. Library Service: Improve score on LIBQUAL survey yearly to reach an average score of 90%	<ol style="list-style-type: none"> 1. Year 1 ≥ 65% (KEVIN/HALSTED) 2. Year 2 ≥ 80% 3. Year 3 ≥ 90% 	<p>4 Qtr., 05 4 Qtr., 06 4 Qtr., 07</p>	
B. Personnel: Hire personnel to provide complete Library services in areas of administration, instruction, and reference	<ol style="list-style-type: none"> 1. Hire Executive Director of Library Services (SHERRY) 2. Hire Director of Reference and Instruction Librarian (SHERRY) 3. Hire Reference and Instruction Librarian (1 day, possible eve/weekend) 	<p>1 Qtr., 05 1 Qtr., 05 1Qtr. 05</p>	<p>Completed</p> <p>Completed</p>

C. Technology: Provide up-to-date and sufficient technology for student/faculty research	1. Replace microfilm reader 2. Add an additional copier	3 Qtr., 07 3 Qtr., 07	
D. Communication: Improve service through increased communication with clients	1. Develop e-reserves process (HALSTED) 2. Provide Library personnel profiles and identification badges (LISA) 3. Develop regular Web site updates (KEVIN) 4. Develop a Reference Manual (AMY) 5. Improve course reserve process and training (HALSTED) • Move from manual to digital process 6. Improve training of student helpers (HALSTED) 7. Signage and layout of the Reference Area (AMY AND KEVIN) 8. Solidify Reference schedule for Fall 2004 and Spring 2005 (KEVIN) 9. Reorganize course syllabi submitted to Library for archiving (ALAN) 10. On Call Reference Librarian Availability Chart to Circulation	1 Qtr., 04 1/2 Qtr's., 04 1/2 Qtr's., 04 2 Qtr., 04	Badges Ongoing Completed Completed Completed Completed Completed Ongoing
E. Budget Control: Reduce operating costs in Library	1. Explore print cost recovery (HALSTED) 2. Implement fine protocol (HALSTED)	2 Qtr., 04	Completed Completed

III. Instruction: Goal: To develop instructional opportunities to provide students with research skills as measured by student learning outcome assessment.

Objective	Action Steps	Semester	Completed
A. Information and Research Program Development: Develop programming and assessment of RES 2000	1. Have RES 2000 and ENG 3200 scheduling coordination plan in place for Fall 2004 and Spring 2005 (AMY/KEVIN) 2. Assess and develop RES 2000 curriculum to enhance SLO (AMY/KEVIN) 3. Develop SLO assessment tools (AMY/KEVIN) 4. Coordinate with Literature and Language Department to integrate assignments and provide co-requisite or pre-requisite support (AMY/KEVIN) 5. De-link RES 2000 and ENG 3200 to better meet University –wide SLO's	1 Qtr., 04 2 Qtr., 05 2 Qtr., 05	Completed Ongoing Ongoing Ongoing Completed
B. Research learning opportunities for students	1. Determine Dialog applicability (AMY) 2. Explore development of additional courses/programs in specialty subject areas (AMY/KEVIN) 3. Work with faculty to see that use of library resources are a part of discipline student learning outcome goals (AMY/KEVIN/ALAN)	1 Qtr., 04	Completed Ongoing Ongoing

C. Increase number of full-time reference and instructional librarians	1. Hire a Reference/Instructional Librarian (SHERRY)	2 Qtr., 04	Completed
D. Instruct Library Staff in proper use of Blackboard	1. Work with CLIENT (SHERRY)	1 Qtr., 04	Ongoing

IV. Outreach and Communication: Goal: To communicate clearly and connect meaningfully with library stakeholders.

Objectives	Action Steps	Semester	Completed
A. Provide information and learning opportunities to improve use of Library resources	1. Provide a "Library Corner" information piece regularly in Provost Newsletter (SHERRY)		Completed
	2. Provide drop-in clinics to inform adjunct faculty of library resources (ALAN/AMY/KEVIN)		Ongoing
	3. Provide drop-in clinics for students in research, writing, etc. (ALAN/AMY/KEVIN)		Ongoing
	4. Increase internal communication to faculty and students (AMY/KEVIN/ALAN)		Ongoing
	5. Provide programs to increase awareness of reference services (ALAN/ AMY/ KEVIN)		Ongoing
	6. Increase the number of public programs housed in the Library (SHERRY/LISA)		Ongoing
	7. Mount Latino Film Festival website on Library home page (ALAN)	4 Qtr., 06	
	8. Develop "New Acquisitions" website on Library home page (ALAN)	4 Qtr., 06	
	9. Investigate feasibility of establishing a Library Advisory Council of faculty representatives from each Division (ALAN in consultation with entire staff)		Completed
	10. Update Collection Development Policy (ALAN in consultation with AMY/KEVIN)	4 Qtr., 05	

V. Technology: Goal: To provide comprehensive access to library resources with current technology.

Objective	Action Step	Semester	Completed
A. Develop a workable AV tracking, circulation, and maintenance system	1. Increase number of and "workability" of circulating equipment (HALSTED) <ul style="list-style-type: none"> Work with IT to coordinate equipment repair Coordinate with It regarding purchase of equipment 	3/4 Qtr's., 05	Completed
	2. Explore movement of AV to IT (SHERRY/HALSTED)		
	3. Develop training programs for AV use (HALSTED/ROBBIE/A.J.)		
	4. Clarify policy and procedures for AV use/misuse (HALSTED)		Completed
	5. Develop inventory maintenance protocol (ROBBIE)	07	Completed
	6. Hire a media coordinator/technician (SHERRY)		Completed

<p>B. Increase efficiency and use of Information Commons and computer labs</p>	<ol style="list-style-type: none"> 1. Complete disability stations (HALSTED) 2. Microfilm reader repaired 3. Add a scanner to Information Commons (HALSTED) 4. Client use of computers (HALSTED/SHERRY) <ul style="list-style-type: none"> • Develop use policy (DU of C students and faculty; ESL student and faculty) • Explore use of Time-Out software 5. FJCC replace computers (HALSTED) 6. Improve scheduling protocol (HALSTED) 7. Provide 2 new access points for the Wireless Network (HALSTED) 	<p>1/2 Qtr's., 04 07 4 Qtr., 05 4 Qtr., 05</p>	<p>Completed Completed Completed Completed Completed</p>
<p>C. Improve Circulation Desk operations</p>	<ol style="list-style-type: none"> 1. Replace computers (HALSTED) 2. Work with IT to improve check-out accuracy (HALSTED) 3. Work with COM to determine efficiency of catalog process (JOHN) 4. Provide access to OPAC by installing a 6 kiosks on both floors (HALSTED) 5. Develop e-reserves (HALSTED) Waiting on I.T's solution for website 6. RFID report (HALSTED) 7. Check OPAC for errors (HALSTED) 8. Streamline billing by adding e-mail functionality (HALSTED) 9. Improve patron loads in OPAC with automatic ID's and barcodes (HALSTED) 	<p>4th Qtr., 05 2nd Qtr., 05 3rd Qtr., 05 4th Qtr., 05</p>	<p>Completed Completed Ongoing Ongoing Ongoing Completed</p>
<p>D. Initiate Improvements to Website/OPAC</p>	<ol style="list-style-type: none"> 1. Survey patrons on Website/OPAC usage (HALSTED/JOHN) 2. Discuss with College of Marin Library staff (HALSTED/JOHN) 3. Devise plan for improvements (HALSTED/JOHN) 4. Upgrade/revise Website/OPAC (HALSTED/JOHN) 5. Evaluate feasibility of digitizing selected rare DUC materials for mounting on the Web (ALAN) 	<p>1/2 Qtr's., 05 1/2 Qtr's., 05 1/2 Qtr's., 05 1/2 Qtr's., 05 3 Qtr., 05</p>	<p>Ongoing</p>

VI. Physical Plant: Goal: to provide a quiet, comfortable environment for academic research and cultural enrichment.

Objectives	Action Steps	Semester	Completed
<p>A. Make location of facilities within Library clear through new interior signage</p>	<ol style="list-style-type: none"> 1. Complete signage assessment (HALSTED/ROBBIE) 2. Create two- and three-dimensional floor plan drawings (ROBBIE) 3. Consult other departments affected by signage (SHERRY) 4. Purchase new signage (SHERRY/HALSTED) 	<p>3rd/4thQtrs. 05</p>	<p>Completed Ongoing Completed Completed</p>

<p>B. Make the Library a hospitable gathering space</p>	<ol style="list-style-type: none"> 1. Explore a Le Café Cart (SHERRY) 2. Develop a plan for replacing Library furniture (SHERRY/HALSTED) 3. Develop Group Study areas and implement a noise zoning policy (HALSTED/ROBBIE) 4. Implement several Fire/Earthquake drills each year (HALSTED) 5. Conduct a feasibility study regarding a Library security system (HALSTED) 6. Implement a noise zoning policy (HALSTED/ROBBIE) 	<p>3/4 Qtr's., 06</p>	<p>Ongoing Completed Completed Ongoing Completed</p>
<p>C. Develop a Library Space Plan including general, archival, and office spaces</p>	<ol style="list-style-type: none"> 1. Designate a rare books room (ALAN) 2. Develop a secure Video/CD/DVD storage space (HALSTED) 3. Explore additional parking adjacent to the Library 4. Determine space to archive Library holdings and investigate development of an on-site Archive room vs. off-site storage (ALAN/AMBER) 5. Explore use of an architecture school to work on a Library Design and Exhibition (ROBBIE) 6. HVAC (SHERRY/HALSTED) 7. Host preservationist funded by recent NEH Grant to assess our physical plant for improved preservation and promotion of rare and special collections (ALAN) 8. On the basis of preservationist's report, submit a follow-up proposal to NEH for a \$5,000 grant to acquire climate-controlled exhibition cases (ALAN) 9. Relocate print journals in a secure space (e.g. reclaiming Fletcher Jones as a Periodical Room) (ALAN/AMBER) 	<p>3/4 Qtr's., 06 3/4 Qtr's., 06 07 07 2 Qtr., 04 4 Qtr., 05 4 Qtr., 07</p>	<p>Completed Ongoing Completed</p>

TARGET DATES OF COMPLETION:

1ST QUARTER: JULY, AUGUST, SEPTEMBER

2ND QUARTER: OCTOBER, NOVEMBER, DECEMBER

3RD QUARTER: JANUARY, FEBRUARY, MARCH

4TH QUARTER: APRIL, MAY, JUNE