

**Archbishop Alemany Library
Strategic Goals
Fall 2006-Fall 2007**

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

Objectives	Action Steps	Semester
A. Work to make catalog accurately reflect holdings	<ol style="list-style-type: none"> 1. Conduct a collection analysis through OCLC WorldCat for benchmark (\$2,000) (Alan) 2. Prepare budget request for funds for authority control through <i>Backstage</i> for FY 06-07 (John/Alan) (Must be prepared with COM?) 3. Creation of cataloging handbook (Francoise) 4. Survey and weed Reference collection to reassess book location as needed (relocate in Circulation or Rare Book Room) (Francoise) 5. Review standards for catalog record enhancement by format (John/Alan/Francoise) 6. Enhance catalog records (John) 7. Catalog 1,671 LP records and consider transfer to cd-rom format (John) 8. Original cataloging on current DUC Masters Theses in Dewey to LC (John) 9. Conduct Ongoing Inventory 10. Complete Authority Control work through <i>Marcive</i> (John/Alan) 11. Review continuing use of EM320 in tandem with Millennium Cataloging module and update Millennium training. (John/Francoise/Suzanne) 12. Review Government Documents in print and recommend updated print and online resources (Francoise) 13. Supply full catalog records for 130 older music CD's that still have brief records (John) 14. Begin cataloging Latino Film Festival films with descriptive enhancements to website on Library home page (John/Francoise/Alan) 15. Create "New Acquisitions" website on Library home page using EndNote for correct bibliographic citations. (Alan/Megan) 	<p>Fall 06 Fall 06</p> <p>Fall 06 Fall 06</p> <p>Fall 06 Ongoing 25% by Fall 08 25% by Fall 07 Ongoing</p> <p>Fall 06 Fall 06</p> <p>Fall 06</p> <p>Fall 06 Fall 06</p>
B. Assess serial and database/collection usage	<ol style="list-style-type: none"> 1. Assess business, education, psychology, and science collections (Alan/Amy/Socorro/Gary/Suzanne) 	Ongoing
C. Improve and clean up storage and maintenance of periodicals	<ol style="list-style-type: none"> 1. Bind up to 500 periodical volumes and 200 master theses (Suzanne) 	Ongoing

D. Involve Librarians in development of syllabi design	1. Explore possibility of creating Librarian subject specialties	
E. Perform Evaluation of Rare Books		

II. Goal: Service: To increase and improve service to Library clientele

Objectives	Action Steps	Semester
A. Increase print to electronic serials resources to better serve programs on campus	<ol style="list-style-type: none"> 1. Assess curricular needs (Alan) 2. Meet with reference librarians (through Faculty Forums and special lunch meetings) (Alan/Amy/Socorro/Gary/Suzanne) 3. Develop a 3 year collection plan for professional programs(Alan) 4. Digitize the music collection and all art collections (Gary) 5. Develop 3 year staffing plan (Sherry) 6. Explore possibility of digitizing rare books, Garden School materials, syllabi (Gary) 	<p>Ongoing Ongoing</p> <p>Fall 07 Fall 07</p> <p>Defer to longer plan</p>
B. Communication: Improve service through increased communication with clients	<ol style="list-style-type: none"> 1. Improve training of student helpers (Circulation Manager) 	Ongoing
C. Develop relationship with College of Marin		
D. Clarify Copyright observation policy	<ol style="list-style-type: none"> 1. Finalize and disseminate copyright policy, procedure and law regarding Course Reserves (A.J.) 2. Add faculty copyright guidelines to Faculty Handbook and New Faculty Orientation Handbook (Alan) 	<p>Fall 06</p> <p>Fall 06</p>

III. Goal: Technology: To improve Website and online access to library holdings and databases.

Objective	Action Steps	Semester
A. Improve library Website	<ol style="list-style-type: none"> 1. Enable patron access to Web (Circulation Manager) <ul style="list-style-type: none"> • Access databases without password • Email notification of “overdues” and bills 2. Reorganize subject specific pages/collaborate with Web Master (Circulation Manager/Gary) <ul style="list-style-type: none"> • E-Reserves (Circulation Manager) • Subject Guides (Gary) 3. Blog- add new acquisitions, library events, announcements (Circulation Manager/Gary) 4. Descriptions for Latino Film Festival Films (Alan/John) 5. Add formal copyright policy and faculty guidelines to Library homepage (John Francoise, Alan) 6. Provide online database authentication (Gary) 7. Redesign WEBPAC (OPAC) 8. Create a Library web page for French book collection (Francoise/Alan) 	<p>Fall 06 Fall 07 Fall 06 Fall 06 Fall 06 Fall 06 Ongoing Begin Fall 06 Ongoing Fall 06 Fall 06</p>
B. Develop a workable AV tracking, circulation, and maintenance system	<ol style="list-style-type: none"> 1. Explore movement of AV to IT (Sherry/ Circulation Manager) 	Ongoing
C. Investigate Triple III Services	<ol style="list-style-type: none"> 1. Explore Federated Search (Serials Solutions Central Search) (Circulation Manager) 2. E-Reserves (Circulation Manager) 	
D. Build Acquisitions Database (Access)		
E. INNOPAC Upgrades (email and RSS)		
F. Explore possibility of providing off campus reference services	<ol style="list-style-type: none"> 1. Research ways of serving distance education students 	

IV. Goal: Outreach: Marketing library resources and assess impact on student learning objectives.

Objectives	Action Steps	Semester
A. To Develop a Marketing Plan/Strategy	<ol style="list-style-type: none"> 1. Survey of foreign language collections (Francoise) 2. Video (Web Quick Time) (Gary/Staff) 3. Target: <ul style="list-style-type: none"> • Master's in Nursing (Socorro) • Saturday MBA Program Students (LITE Program) (Amy/Gary/Alan) • All graduate programs (Gary/Alan) • Returning students (adult) (Gary) • Distance education (Amy) 4. Special/Monthly Events (Events Planning Staff-Lisa/Amy/Gary/Socorro/A.J.) 5. Developing a Marketing Strategy (brochure) for Library Services (for campus-wide use) (all staff) 	Fall 06 Summer 07 Ongoing (Outreach in general not targeted) Liaisons Outreach Ongoing Ongoing
B. WASC Assessment		

V. Goal: Physical Plant: to provide an appropriate environment for academic research and cultural enrichment in a secure facility.

Objective	Action Step	Semester
A. Improve and Develop Security System	<ol style="list-style-type: none"> 1. Develop a tracking loss system (Circulation Manager) 2. "Amnesty" Day without fines(Circulation Manager) 3. Develop multi-year plan for rare books/archives/storage facilities (Alan) 4. Assess space needs (Sherry/Alan) 5. Develop Emergency Preparedness Plan (Circulation Manager) 6. Conduct a Feasibility study regarding a Library security system (Circulation Manager) 	Fall 07 Spring 07 Deferred Ongoing Spring 07 Spring 07
B. Reconfigure reference area to make it more visually appealing	<ol style="list-style-type: none"> 1. Explore possibility of moving Information Commons (Circulation Manager/Reference Librarians) 2. Explore possibility of opening café/reading solarium (Circulation Manager) 3. Plan for capital upgrade plan (space expansion and shelf space) (Sherry) 4. Develop space utilization plan (Sherry) 5. Wireless network upgrade 	Spring 07 Spring 07 Spring 07 Spring 07
C. Make the Library a hospitable gathering space	<ol style="list-style-type: none"> 1. Implement several Fire/Earthquake drills each year (Circulation Manager) 	Ongoing

D. Develop a Library Space Plan including general, archival, and office spaces	<ol style="list-style-type: none"> 1. Explore use of an architecture school to work on a Library Design and Exhibition (?) 2. Reconfigure Information Commons 3. Reorganize Reference area 4. Reorganize Book Repair area 	Ongoing
E. Improve Teaching Resources for Librarians and Faculty	<ol style="list-style-type: none"> 1. 	

VI. Goal: Instruction: Continue to develop instructional opportunities that provide students with the research skills necessary conduct rigorous academic study

Objectives	Action Steps	Semester
A. Improve and refine instruction methods to provide research skills to students at all levels	<ol style="list-style-type: none"> 1. Continue to work to improve communication with instructors(Amy) 2. Conduct Assessment to determine how reference helps students; Before and after surveys for Research 2000 (Amy/Gary/Socorro/Suzanne) 3. Build liaison relationships with faculty to assess Research 2000(Amy/Gary/Socorro/Alan) 4. Provide internal staff mentoring for those interested in learning more about librarianship (Amy/Gary/Socorro/Alan/Francoise) 5. Work with interns (Amy/Gary/Socorro/Alan/Suzanne/Francoise) 6. Develop a Subject Guide (Amy/Gary/Socorro/Alan/Suzanne) 7. Establishing an Education certificate for Library Media Specialist (Gary/Alan/Sherry) 	<p>Ongoing</p> <p>Spring 07</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Fall 07</p> <p>Deferred</p>
B. Information and Research Program Development: Develop programming and assessment of RES 2000	<ol style="list-style-type: none"> 1. Assess and develop RES 2000 curriculum to enhance SLO (Amy/Gary/Socorro) 2. Develop SLO Assessment tools (Amy) 3. Coordinate with all Departments to integrate assignments and provide co-requisite or pre-requisite support (Amy/Gary/Socorro/Alan) 	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
C. Research learning opportunities for students	<ol style="list-style-type: none"> 1. Explore development of additional courses/programs in specialty subject areas (Amy) 2. Work with faculty to see that use of library resources are a part of discipline student learning outcome goals (Amy/Alan/Gary/Socorro/Suzanne) 	<p>Ongoing</p> <p>Ongoing</p>
D. Scheduling and coordination of instruction program	<ol style="list-style-type: none"> 1. Develop scheduling program giving librarians priority for labs in the Library (Amy) 2. Allow librarians to schedule instruction sessions via DUC calendar (Amy) 	<p>Fall 06</p> <p>Fall 06</p>