

Minutes from All-Library Meetings

Tuesday, July 7, 2009 at 10:00 a.m. and Wednesday, July 8 at 2:00 p.m.

Agenda item: FY 10 Unit Plan Discussion

Unit Plan Progress in 2008-2009 (FY 09)

Instruction

- ILIT 1500 "Introduction to Information Literacy" was offered as an elective in the ASU curriculum for the first time both fall and spring semesters in FY09.

Grants/Extramural Funding

- Library received two grants: one for environmental monitoring equipment for Special Collections from the IMLS and one from ALA for a traveling exhibit about African-Americans in baseball. Three grants applications were not funded: from the Porter-Fleming Foundation (for the digitization program), the ACRL (for scholarly communication programming), and the Laura Bush 21st Century Librarian grant program (for Web 2.0/Library 2.0 staff training).
- Jewish Literature "Modern Marvels" book discussion series completed in fall 2008; funded by American Library Association/Nextbook grant awarded in FY08.

Collection Development, Access and Preservation

- The Electronic Resources Collection Development Policy was completed
- 500+ books were acquired from another library to support the women's studies program
- New retrospective databases (Art Index Retrospective, Applied Science & Business Periodicals Index, and Book Review Digest Retrospective) were acquired
- NetLibrary new e-book subject sets were acquired in several disciplines, including core teacher resources, nursing, writing and literature guides, contemporary social issues, criminal justice & criminology, international security and terrorism, information technology (certification, computer security and networking, multimedia and graphics, programming and databases, and web development), mathematics and statistics, science and bioscience, college success, career advancement, business and personal finance, international business, macro and micro economics, management and leadership, marketing and advertising, recession-proofing, environment and sustainability, theory and practice of psychology, and research and reference guides.
- Lyasis 8th NetLibrary Shared Collection was purchased.
- Currently have 57 Special Collections finding aids on the website
- In-house database for the loose photographic collection collections has been completed
- Government Documents is staying with the Marcive model for adding GovDoc records to GIL

- LOCKSS was put in place to back up the library's electronic content
- The R-Z book collection was moved to the 3rd floor and the entire 3rd floor circulating collection was shifted.
- Major progress was made on the inventory/public catalog reconciliation project which included the circulating collection (R-Z and A-PN), reference and special collections.
- Reference collaborated with Government Documents to decide which critical government publications to retain in the reference collection. As a result of this review, items non-critical for retention in the reference department were then shifted to the government documents temp 1 location.

New Services and Programs

- A GIL-only computer kiosk was installed on the 3rd floor to facilitate access to the online catalog by community users without ASU network accounts.
- Unlimited time access to computers in the Reference Room was granted to current members of the ASU Alumni Association.
- All the music scores in the 3rd floor circulating collection were moved to Media Services and are now available adjacent to the recordings in order to meet an accreditation requirement for the Department of Music. Their location in GIL was changed to Media Services.
- Library program reviews were completed for several academic departments and the library hosted several accreditor visits.

Equipment for Service Support

- 2nd floor west six-computer pod was wired with electricity.
- Another networked computer was added to Family Room.
- New computers were acquired for the InfoSquare and Library Instruction Classroom (304).
- Computer for shared library files, "bindery," was replaced and moved to ITS.
- A new high-end microform reader was added to the Microform Room
- A new scanner was added in the Reference Room
- New mobile display case and book were purchased to support and enhance the library display/exhibit program.
- Additional shelving identification holders were purchased for the stack areas.
- The library acquired a high-end color scanner for the digitization program with year-end funding.

Human Resources

- Pay equity increase requests were made for two part-time staff positions and one full-time position received a pay equity increase.
- Student work hours were added to Special Collections and Government Documents
- A few new computers for staff were acquired

Physical Facilities

- The glass wall in circulation was taken down and new shelving for the Reserves was installed as part of the renovation plan for the first floor (Circulation and Reference areas). Again this year funding was not allocated by the University for additional renovation.
- Offices and hallways were painted in the Administrative area and along east hallway.

New Goals for FY10:

- Support ASU Strategic Goal for 2009-2012 “A gain in student credit hours averaging at least 2.5 percent each fiscal year” by identifying at-risk upperclassmen and offering help in information literacy instruction
- Add a Family Room presence on the library website
- Add a computer with appropriate games and other entertainment for children in the family room
- Sponsor another Family Room open house with a new twist of some sort
- Put library flyers, newsletter, etc. as pdf’s by e-mail and on library web pages
- Explore continuing Saturday hours for Special Collections
- Redesign library website, especially the homepage
- Make website more accessible to mobile devices
- Provide analytics including usage statistics for library website
- Re-evaluate remote reference assistance services (texting and instant messaging)
- Provide an online suggestion box
- Provide more microfilm equipment enhancements and upgrades
- Install new room signage and continue rest of signage plan
- Install GIL-only lookup kiosks on the 1st and 2nd floors
- Continue painting of public and administrative areas beginning with Circulation area
Extended network access to 2nd floor east computer pod and populate pod with computers
- Complete additional program reviews and host accreditors
- Increase Electronic Resources Librarian position from 20 to 30 hours per week
- Utilize the ASU wiki, “The Oak”
- Improve outreach to alumni
- Communicate usability of information systems (Vu-Find for GIL, upgrades to other databases)

- Administer LIBQual+ in the spring of 2010
- Support Study Abroad with collection upgrades
- Capture mending and other preservation/conservation policies/program/processes in a written plan (see Unit Plan Goal 9m)
- Use new supplies for displays/exhibits

Priority Goals/Strategies:

- In particular those suspended in FY09 due to budget reduction
- See Unit Plan Goal 5a (Q's and Z's need weeding); 6a, 6b, 6c, 7a, 7c, 7f
- First floor reconfiguration
- HVAC and lighting

Vision over next 5 years:

- Review of staff/faculty compensation
- Building maintenance and upgrades which have been suspended during the period of budget restraints
- Other suspended goal/strategies like student wages (7f)
- Look at all suspended Unit Plan Goals 5a, 6a, 6b, 6c, 7a, 7f
- Review Reference service hours and staffing configuration

Keep:

- Statistics database
- Hard copy reserve integrated into GIL and/or E-Res
- Family Room advertisement and marketing; link from library homepage to Family Room pages
- Laptops for students
- Library webpage updates and review design (based on usability studies; consult Bede Mitchell at Georgia Southern University)
- Weeding Q's and Z's
- Rewording of 9d
- Continue to advocate for Unit Plan Goals 7a and 7f
- Continue Unit Plan Goals 6a, 6b, 6c, 7c, and 9m