

FY 2005 Unit Plan Reese Library
Augusta State University
September 17, 2004

SECTION 1: MISSION STATEMENT

Reese Library supports the teaching mission of the University by

- providing effective access to a broad range of learning resources
- promoting the use of quality information in all formats
- instructing students in seeking and evaluating information
- creating an environment in which instruction and research can flourish
- encouraging lifelong learning

Reese Library supports the community mission of the university as a cultural and intellectual resource

Reaffirmed June 30, 2004 at Library Faculty Meeting

SECTION 2: CHALLENGES, GOALS and STRATEGIES

Challenge 1: Provide effective access to a broad range of learning resources

Goal 1a: Update and improve the library collections

Strategy 1a-1: Contact all academic department chairs and ask for help from faculty in weeding outdated, unneeded and duplicate materials in their subject areas from the collection.

Strategy 1a-2: Complete the collection development policy for government documents and adjust depository selection rate to 50%.

Strategy 1a-3: Increase availability of electronic full-text journal access, making the journal literature more accessible to students and faculty.

Strategy 1a-4: Add budgetary resources for Special Collections, Media Services, and Curriculum Center and seek approval for additional funding.

Goal 1b: Improve access to government documents

Strategy 1b-1: Revise the government documents web page.

Strategy 1b-2: Create subject guides and annotated lists for government research and statistics.

Strategy 1b-3: Complete the consolidation of congressional hearings and maps into the collection.

Strategy 1b-4: Continue weeding and moving government document items from the circulating and reference collections to Government Documents.

Goal 1c: *Consolidate search interfaces used by students, faculty and staff*

Strategy 1c-1: Revamp library's website to coordinate with new ASU website, to include indexing.

Strategy 1c-2: Examine SFX and other linking tools.

Strategy 1c-3: Move to an online system for reserve materials.

Strategy 1c-4: Implement additional services available through ILLiad (Odyssey electronic document delivery and World Cat hookup).

Strategy 1c-5: Complete Technical Services manual by implementing an index.

Goal 1d: *Improve access and management of Special Collections and historical/archival resources*

Strategy 1d-1: Add staff hours to Special Collections program.

Strategy 1d-2: Develop a system to effectively access the photograph collections.

Strategy 1d-3: Make archival/special collections material more available by implementing an improved online public access finding aid.

Strategy 1d-4: Revitalize collaboration with the Augusta Richmond County Historical Society, Augusta Genealogical Society, Augusta Museum of History, and other similar organizations.

Goal 1e: *Create a comprehensive statistics collection plan to strengthen and validate reporting standards and peer comparisons*

Strategy 1e-1: Revise current statistics collection procedure to more accurately reflect current reporting standards.

Challenge 2: Promote the use of quality information in all formats

Goal 2a: *Expand student, faculty and community awareness of library resources and services through formalized outreach efforts*

Strategy 2a-1: Offer government documents workshops to highlight the wealth of available government information.

Strategy 2a-2: Submit news items for publication in appropriate media (especially to Office of Public Information and Publications, in "What's New" on library website and Bellringer articles).

Strategy 2a-3: "Meet the Author" sessions spotlighting faculty research.

Strategy 2a-4: Continued outreach to part time faculty.

Strategy 2a-5: Outreach and Special Collection Librarians collaborate on a display for Georgia Archives Week, October 3-9.

Challenge 3: Instruct students in seeking and evaluating information along the path of lifelong learning

Goal 3a: *Develop a collaborative program of information literacy instruction involving faculty and Information Technology Services*

Strategy 3a-1: Work with ITS on addressing student information technology needs through an information literacy program.

Strategy 3a-2: Identify academic faculty/departments (in addition to ASUO 1000) to partner with in program development.

Strategy 3a-3: Further identify appropriate assessment measures.

Strategy 3a-4: Identify primary delivery mechanism for the program.

Goal 3b: *Collaborate with the Vice-President for Academic Affairs to implement the information literacy strategy*

Challenge 4: Create an environment in which instruction and research can flourish, and which serves as a cultural and intellectual resource for the community

Goal 4a: *Improve the appearance, navigability and safety of the library building*

Strategy 4a-1: Install new, comprehensive signage and floor plans on each floor.

Strategy 4a-2: Alter Browsing Book area to make it more inviting & user-friendly.

Strategy 4a-3: Pursue new carpet and furniture for the third floor.

Strategy 4a-4: Cleaning or updating of mechanical components (HVAC system; installation of sprinkler system; new roof).

Strategy 4a-5: Upgrade microform room facilities.

Goal 4b: *Continue Inreach efforts as a way to improve and enhance library personnel's productivity and job satisfaction*

Strategy 4b-1: Lounge improvement (GIL: Group to Improve the Lounge).

Strategy 4b-2: Implement ideas to improve communication within the library.

Strategy 4b-3: Staff development program enhancements.

Goal 4c: ***Market the library as a more welcoming and inviting place for intellectual and cultural pursuits***

Strategy 4c-1: Highlight library material and artifacts of historical interest in displays utilizing the two new bookcases in Special Collections and the display cases on first and second floors.

Strategy 4c-2: Spearhead, with other appropriate campus organizations, a voter registration/vote smart drive in September.

Goal 4d: ***Create a long-term plan to update the library facility and obtain funding for necessary improvements and additions***

Strategy 4d-1: Work with SCAMP, BAT committee and other appropriate campus authorities as the new Student Center is built and furnished to assure programming of the Library and the Student Center complement each other.

Goal 4e: ***Explore alternative staffing patterns and outsourcing opportunities to better utilize resources budgeted by ASU to meet the library's mission***

Section 3. Assessment Procedures for Evaluating Progress towards Achievement of Goals

Goal 1a: *Update and improve the library collections*

Assessment instruments:

- * Percentage of academic departments who send representatives to the library to assist with deselection in their discipline
- * The actual depository selection rate at the end of the planning year
- * Percentage of print subscriptions moved to electronic full-text access and the number of new subscriptions added in the full-text format
- * Amount of funding added to line budgets, and percentage increases, for Special Collections, Media Services, and Curriculum Center

Goal 1b: *Improve access to government documents*

Assessment instruments:

- * Actual revision of the government documents web page
- * Actual creation of subject guides and annotated lists
- * Completion of the consolidation of hearings and maps
- * Number of titles/volumes removed from the circulating and reference collections to Government Documents or weeded

Goal 1c: *Consolidate search interfaces used by students, faculty and staff*

Assessment instruments:

- * Accomplishment of the revamping of the library's website and implementation of an indexing utility
- * Selection of a linking tool and proposal for purchase
- * Actual move to an online system for reserve materials
- * Implementation of Odyssey and World Cat hookup
- * Completion of Technical Services manual and implementation of an indexing utility

Goal 1d: *Improve access and management of Special Collections and historical/archival resources*

Assessment instruments:

- * Number of staff hours added to the Special Collections program
- * Documentation of improved and access to and management of the photograph collection
- * Implementation of an improved online public access finding aid
- * Documentation of collaborative encounters with community organizations

Goal 1e: *Create a comprehensive statistics collection plan to strengthen and validate reporting standards and peer comparisons*

Assessment instrument:

- * Revision of procedures/forms based on current reporting requirements.

- Goal 2a:** *Expand student, faculty and community awareness of library resources and services through formalized outreach efforts*
- Assessment instruments:**
- * Documentation of at least one government information workshop
 - * Documentation of news items submitted/printed in publications
 - * Documentation of “Meet the Author” session and attendance count
 - * Documentation of program activities designed for part time faculty
 - * Documentation of display prepared for Georgia Archives Week
- Goal 3a:** *Develop a collaborative program of information literacy instruction involving faculty and Information Technology Services*
- Assessment instruments:**
- * Documentation of meetings, agendas and results of meetings with appropriate ITS staff
 - * Documentation of contacts with faculty/departments to discuss partnering in program development
 - * Identification and documentation of appropriate assessment measures
 - * Identification and documentation of possible delivery mechanisms
- Goal 3b:** *Collaborate with the Vice-President for Academic Affairs to implement the information literacy strategy*
- Assessment instrument:**
- * Documentation of contacts with VPAA regarding this goal
- Goal 4a:** *Improve the appearance, navigability and safety of the library building*
- Assessment instruments:**
- * Actual installation of signage and floor plans
 - * Appropriate alteration of Browsing Book area
 - * Documentation of continued requests for new carpet/furniture
 - * Actual commencement and completion of updating mechanical and physical library systems and components
 - * Completion of upgrades to microform room
- Goal 4b:** *Continue Inreach efforts as a way to improve and enhance library personnel’s productivity and job satisfaction*
- Assessment instruments:**
- * Documentation of the work of the Group to Improve the Lounge
 - * Documentation of the work of the Inreach Committee to improve communication within the library
 - * Documentation of the Inreach Committee’s staff development programs and activities
- Goal 4c:** *Market the library as a more welcoming and inviting place for intellectual and cultural pursuits*
- Assessment instruments:**
- * Documentation of preparation and presentation of appropriate displays
 - * Documentation of results of voter registration/vote smart drive

Goal 4d: *Create a long-term plan to update the library facility and obtain funding for necessary improvements and additions*

Assessment instruments:

- * Attendance/participation of the Library Director or his designee in planning meetings related to the construction and programming of the new Student Center connected to the Library building

Goal 4e: *Explore alternative staffing patterns and outsourcing opportunities to better utilize resources budgeted by ASU to meet the library's mission*

Assessment instrument:

- * Documentation of ideas for or actual changes in library staffing

Section 4. Assistance from other units

Goal 1a:

- * Academic Department Chairs
- * Library Collection Development Representatives
- * Classroom Faculty
- * Vice-President for Academic Affairs

Goal 1c:

- * Vice-President for Academic Affairs

Goal 1d:

- * Vice-President for Academic Affairs
- * Personnel Office
- * Related Community Non-Profit Organizations

Goal 3a:

- * Information Technology Services
- * Academic Department Chairs
- * Classroom Faculty

Goal 3b:

- * Vice-President for Academic Affairs

Goal 4a:

- * Vice-President for Academic Affairs
- * Physical Plant

Goal 4c:

- * Zeta Phi Beta Sorority
- * Political Science Club

Goal 4d:

- * Vice-President for Academic Affairs
- * SCAMP
- * BAT
- * Physical Plant

Dr. Bill Nelson
Library Director

Date

Dr. Samuel Sullivan
Vice-President for Academic Affairs

Date

Approved at the Library Faculty Meeting, September 16, 2004