

MAAG LIBRARY

Annual Plan 2005-2006 Implementation

The following plan is based on Maag Library's Strategic Plan 2004-2007:

GOAL 1: Enhance access to scholarly information and focus local collections on YSU centers of excellence

(Supports CRITICAL ISSUE 2: Programs/Teaching, Learning, and Research)

Strategy	Action Step(s)	Resources	Who	Timeframe
1.1 Advance and strengthen the Archives and Special Collections initiative	1. Phase 2 Construction Plan - Complete design plans - Complete funding estimate - Identify funding plan(s)	- \$5,000 Design Fee - None - None	- Bobby, Fleischer, Kobulnicky - Bobby, Skurich - Kobulnicky, Fleischer, Pres. Sweet, McCloud, McFadden	- End Summer 05 - End Summer 05 - End Sept 05
	2. Centennial Planning / Publication Assistance	None	Brennan	December 05
	3. Plan Opening	None	Fleischer, Kobulnicky, Bobby, Archives Staff	March 06 (planning)
	4. Retrospective Collecting/Acquisitions on campus down to department Chair/director level. Survey and acquire records from: ▪ Dean of the College of Arts and Sciences ▪ Dean of the College of Business Administration ▪ Dean of the College of Engineering and Technology ▪ Dean of the College of Fine and Performing Arts ▪ Dean of the College of Health and Human Services ▪ Dean of School of Graduate Studies	None	Fleischer and Archives Staff	Year Long
	5. Systematize collection of contemporary materials into Archives	None	Fleischer and Archives Staff	June 06

OUTCOME: An expanded archives unit ready to support the Centennial year

Strategy	Action Step(s)	Resources	Who	Timeframe
1.2 Continue implementing the YSU Institutional Repository (digital, searchable version of our archival collections)	1. Enrich D-Space Holdings	\$10,000 approx.	Trimble, Fleischer and Archives staff	June 06
	2. Develop other D-Space communities on campus	None	Kobulnicky and Trimble	June 06
	3. Develop D-Space production timeline	None	Trimble	Nearly Done
OUTCOME: An operational Institutional Repository for YSU archival materials				
Strategy	Action Step(s)	Resources	Who	Timeframe
1.3 Develop an Electronic Reserves Program	1. Acquire necessary equipment and software and implement (in development)	None	Beronja, Rice, Zhu	Incremental (term by term)
OUTCOME: Activation of an Electronic Reserves capability available for faculty instruction needs				
1.4 Working through OhioLINK address issues of unique collections	1. Identify collections to be developed with high priority	None	Romeo	June 06
	2. Identify faculty partners			June 06
OUTCOME: Strengthened OhioLINK Collections				

GOAL 2: Promote, assess, and improve library services to advance knowledge through information

(Supports CRITICAL ISSUE 2: Programs/Teaching, Learning, and Research)

Strategy	Action Step(s)	Resources	Who	Timeframe
2.1 Create and implement appropriate basic information literacy courses <i>(continuation from FY05)</i>	1. Finalize and implement a standard course with modular options	\$2,000 Software, travel/training	Schnall, Rohrbaugh, Moore, Information Services Staff	December 05
	2. Develop digital/multimedia components		Burnett, Carscaddon, Moore	December 05
	3. Develop learning and teaching assessment processes		Burnett, Carscaddon, Moore	December 05
	4. Integrate into curriculum (meet with appropriate faculty –i.e. Comp coordinators)		Schnall, Moore	Complete May 06
	5. Work on campus		Schnall, Moore	Complete May 06

	committees to further literacy program			
OUTCOME: Effective courses for freshmen with standardized content				
Strategy	Action Step(s)	Resources	Who	Timeframe
2.2 Continue to refine academic partnerships – Library outreach. <i>(continuation from FY05)</i>	1. Continue liaison-faculty relationships and responsibilities	Minor supplies	Schnall All professional staff	New faculty visits Fall05/Spr06 Liaison kick-off meeting Summer 05
	2. Continue developing one innovative project per liaison (with Faculty)	None	All professional staff	Identify project Fall 05
	3. Partner with student support services	None	Schnall, Moore	Begin Summer 05
OUTCOME: Increased faculty/librarian collaboration resulting in greater use of library resources and student abilities to find and use quality information resources				
Strategy	Action Step(s)	Resources	Who	Timeframe
2.3 Increase role of communications and marketing team	1. Implement marketing plan/Develop newsletter	\$5,000 Publications, Software, Training	Romeo, Communications Marketing Team	Summer 05
	2. Continue upgrading Maag Web presence	None	Zhu, Communications Marketing team	August 05
	3. Implement Weblog as a communications channel	Luminous???	Zhu	June 06
OUTCOME: Effective, creative, and efficient distribution of Library news—alerting students, faculty and staff when new products, databases, or services are available				
Strategy	Action Step(s)	Resources	Who	Timeframe
2.4 Assess service quality	1. Hold several faculty and student focus group sessions	Incentives for participation	Romeo, Communications Marketing Team, Information Services Staff	Fall 05
	2. Review SAILS data	None	Schnall, Info. Services Staff	Summer 05
	3. Develop in-house pre and post-tests for basic literacy course	None	Moore, Rohrbaugh, Information Services Staff	Fall 05
	4. Work with Office of Assessment to define program	None	Schnall	Fall 05

	5. Accreditation planning / self-study	None	Kobulnicky, Schnall, Moore	Year Long
2.5 Improve Microforms Services	1. Improve Services and accessibility	\$10,000 new equipment	Ault	Fall 05
2.6 Enable web-based delivery of ILL photocopy	1. Identify outsourcing or partnering opportunities	None	Beronja, Banks, Zhu	December 05
	2. Make decision and develop implementation plan	None	Beronja, Banks, Zhu	June 06
2.7 Develop pilot to enable faculty to request orders directly from vendors	1. Identify Pilot participants	None	Romeo	January 06
	2. Identify work flow			January 06
	3. Implement pilot			January 06
OUTCOME: Determine how faculty/students view library services. Assess effectiveness of information literacy instruction				

Goal 3: Initiate Library Fundraising Program (continuation from FY05)

(Supports CRITICAL ISSUE 3: Financial Resources)

Strategy	Action Step(s)	Resources	Who	Timeframe
3.1 Identify traditional and historic library supporters and re-establish communications <i>(continuation from FY05)</i>	1. Redefine Friends of Maag	\$1,000	Kobulnicky, FOML Officers	Fall 05
	2. Develop fundraising plan for Archives & Special Collections	See 1.1.3		
	3. Identify major donors	Unknown	Kobulnicky, McCloud, McFadden	Fall 05
	4. Organize card catalog fundraiser	\$1,000	Maag Managers	Fall 05
	5. Plan event for Library's 30 th Anniversary in Fall 06	None	Kobulnicky, Romeo, Fleischer, Bobby	Year Long
OUTCOME: Finalize and produce a library fundraising plan, with emphasis on Archives & Special Collections				

Goal 4: Continue and expand Digital Initiatives (continuation from FY05) - See also: Strategy 1.2 Institutional Repository
 (Supports CRITICAL ISSUE 7: Technology)

Strategy	Action Step(s)	Resources	Who	Timeframe
4.1 Work with School of Graduate Studies to ensure YSU's participation in OhioLINK's ETD program (electronic theses & dissertations) <i>(continuation from FY05)</i>	1. Prepare detailed procedural plans for electronic submission	None	Schnall, Trimble, Whitfield	Fall 05
	2. Work with OhioLINK staff to complete plan	\$150 software		December 05

OUTCOME: Full compliance with OhioLINK's ETD program

Strategy	Action Step(s)	Resources	Who	Timeframe
4.2 Develop digital institutional repository for art and music in collaboration with Dana School of Music faculty. Produce 100 digitized Performances (MP3 format) for YSU Centennial	1. Resolve metadata issues and gather specs on equipment. Prepare written outline of plan.	\$3,050 for equipment - Computer with optimal soundcard; 48x CD drive, Sound forge software - CD printer - Cassette deck for optimal capture of old and fragile tapes - Amp and pre-amp	Bell (consulting with Trimble and Fleischer)	Complete Fall 05
	2. Purchase equipment; refine process, and develop training manual		Bell	Spring 06
	3. Train staff and students, and begin conversion process		Bell and staff	Spring 06
	4. Complete 100 digitized performances for Centennial		Bell and staff	Completed by Fall 07

OUTCOME: Increased usability and preservation of music collection

4.3 Open wireless networking to all faculty owned computers	1. Secure sign-on process from networking services	None	Kobulnicky, Trimble	December 05 preferably August 06
	2. Publicize availability to students and faculty	None	Kobulnicky, Trimble	August 06

OUTCOME: Meet students demands for wireless access via personal laptops in Maag

4.4 Storage LAN	1. Additional central storage LAN	\$5,000 approx. for additional server	Trimble	Spring 06
OUTCOME: Improved staff work flow environment				

Goal 5: Foster effective links between life-long learning, community success and information

(Supports CRITICAL ISSUE 8: Community Engagement)

Strategy	Action Step(s)	Resources	Who	Timeframe
5.1 Support YSU's Early College Program with information literacy courses	1. Develop I.L. plan to accommodate 2 nd year students' needs	None	Schnall, Moore, Rohrbaugh	End Summer 05
	2. Meet with YEC Director and staff	None		End Summer 05
OUTCOME: Students prepared with skills necessary for effective university-level library research and information literacy skills that support life-long learning				

Goal 6: Build the future of Maag Library around the collective thought and individual leadership of an empowered staff

(Supports CRITICAL ISSUE 9: Human Resources Development)

Strategy	Action Step(s)	Resources	Who	Timeframe
6.1 Staff Development	1. Identify basic skills	None	Kobulnicky, library managers	December 05
	2. Training to improve basic skills	None for local training	Through campus training or basic skills courses	December 05 for planning June 06 for action
	3. Develop greater sense of ownership, initiative, and responsibility	\$3,000	In-service Speaker and library leaders	August 05
OUTCOME: A staff trained to meet the changing technology needs and services of today's academic library				
Strategy	Action Step(s)	Resources	Who	Timeframe
6.2 Strengthen internal communication	1. Continue holding periodic staff meetings	Minimal	Kobulnicky, managers	Continual
	2. In-service two-day session	(See 6.1.3)		
	3. Continue working on	None	Kobulnicky; library leaders	Continual

	amount and quality of internal communications			
OUTCOME: Increased productivity from an involved, fully committed staff taking responsibility for achieving goals				
Strategy	Action Step(s)	Resources	Who	Timeframe
6.3 Enrich the diversity of the staff to reflect our values of tolerance and awareness <i>(continuation from FY05)</i>	1. Continue planning library events around cultural diversity (i.e. displays)	\$500	Diversity Committee	Continual
OUTCOME: Enhanced diversity of Library staff and programming				

GOAL 7: Transform Maag Library into a dynamic, contemporary learning environment.

(Supports CRITICAL ISSUE 10: Facilities/University Neighborhood)

Strategy	Action Step(s)	Resources	Who	Timeframe
7.1 Continue improving Maag space utilization <i>(continuation from FY05)</i>	1. Build new storage area in lower level	\$3,000	Bobby, Facilities	Summer 05
	2. Finalize organization of Maag spaces relative to requirements of functions	None	Kobulnicky, Bobby, Maag staff	Summer 05
	3. Complete implementation of service points	\$1,000 counter lower level	Bobby, Facilities	Summer or Fall 05
	4. Accommodate/organize staff relocations <ul style="list-style-type: none"> • Reference • Collections 	- \$\$\$\$\$ Unknown - Minimal	- Bobby, Schnall - Bobby, Trimble, Romeo	Fall 05
	5. Continue shifting collections & purchase necessary shelving and furniture <ul style="list-style-type: none"> • Reference • Other areas 	- \$15,000 approximately - Unknown	- Schnall, Bobby - Beronja, Bobby	Ongoing

	6. Finish selected renovations: sofas re-upholstering; painting	\$10,000 painting \$ 6,500 sofas (10 units)	Bobby, Facilities, Vendor	Spring 06
	7. Finish clean-up and clutter removal	None	Bobby, Library staff, Recycling, Facilities	December 05
	8. Finish upgrading staff room: new tables & paint	\$500	Bobby, Facilities	August 05
	9. Café	None	Kobulnicky, Bobby, Satrum, Facilities	Fall 05
	10. Plan for the remodeling conference room 6 th floor	None	Bobby, Facilities	December 05
	11. Final payment Archives reading room furniture and design drawings	- \$15,000 final payment reading room furniture - Design drawings (see 1.1.1)	Bobby, Fleischer, Kobulnicky, Skurich, James & Weaver	Fall 05
OUTCOME: Increased use of Maag physical facilities by students and faculty through the creation of strategically located service areas along with clean, clutter-free spaces for group study; general patron needs.				