

## Maag Library Annual Plan 2004-2005 Implementation

The following plan is based on Maag Library's Strategic Plan 2004-2007. Goals referenced are the five goals listed in that plan plus two continuing goals from the FY04 Annual Plan.

### (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. Implement Phase 1 Operations with regard to staffing and scheduling.  | Review Archives budget, staffing, hours              | Fleischer, Brennan, Johnson with Koblunicky and Schnall | January 1,'05                       |
|  | 2. Develop Phase 2 plan <ul style="list-style-type: none"> <li>- Complete design plans</li> <li>- Complete funding estimate</li> <li>- Identify funding plan.</li> <li>- Continue development of Archival Collections</li> <li>- Select and move rare and valuable works from open stacks to Archives &amp; Spec. Coll.</li> </ul> | \$\$\$ from capital funds                            | Archives Team with PK and JS                            | Not established                     |
| <b>OUTCOME:</b> A functioning archives unit with regular staff and a public services schedule.   |  |  |   |                                     |
| Strategy   | Action Step(s)   | Resources  | Who   | Timeframe                           |
| 1.2 Begin implementation of the YSU Institutional Repository (digital, searchable version of our archival collections.                               | 1. Establish test environment  | Server purchased.                                    | Trimble   | 9/15/04                             |
|  | 2. Demonstration database developed  | Associated costs for software, services              | Fleischer with Archives Staff and Zhu                   | 10/15/04                            |
|  | 3. Develop production process  |  |   | 1/1/05                              |
| <b>OUTCOME:</b> An operational Institutional Repository for YSU archival materials.  |  |  |   |                                     |
| Strategy   | Action Step(s)   | Resources  | Who   | Timeframe                           |
| 1.3 Downsize and restructure government documents collection and redefine associated service mechanisms  | 1. Weed collection<br>2. Define new service processes<br>3. Train reference staff on enhanced documents reference  | Minimal \$<br>Staff support for shifting and weeding | Schnall, Scarborough, Romeo                             | Began Summer 04; complete by May 05 |
| <b>OUTCOME:</b> Consolidated and restructured gov't docs collection resulting in a smaller physical collection with enhanced use of online documents |  |  |   |                                     |

| <b>Strategy</b>   | <b>Action Step(s)</b>  | <b>Resources</b>                  | <b>Who</b>                    | <b>Timeframe</b>                                   |
|---|--|-----------------------------------|-------------------------------|--|
| 1.4 Streamline the acquisition and processing of traditionally published materials utilizing vendor-supplied services for routine cataloging and shelf preparation. | <ol style="list-style-type: none"> <li>1. Re-negotiate primary vendor relationships.</li> <li>2. Integrate most approval, standing, and firm ordering.</li> <li>3. Integrate vendor processes with Innovative Interfaces.</li> <li>4. Assign most cataloging and shelf preparation to vendor.</li> <li>5. Realign Acquisitions and Cataloging staff</li> </ol> | Software, Consulting Training     | Kobulnicky, Jacobson, Trimble | Began Summer 04; Phased-in completion by Summer 05 |
| <b>OUTCOME:</b> Streamlined, cost-effective technical services unit supporting Maag Library, resulting in some staff reassignments to other functions.              |  |                                   |                               |  |
| <b>Strategy</b>   | <b>Action Step(s)</b>  | <b>Resources</b>                  | <b>Who</b>                    | <b>Timeframe</b>                                   |
| 1.5 Develop an Electronic Reserves program  | <ol style="list-style-type: none"> <li>1. Investigate appropriate technology; gather information from vendors.</li> <li>2. Prepare proposal outlining needs and costs of meeting those needs utilizing existing technology or acquiring new technology.</li> <li>3. Acquire necessary equipment and software and implement</li> </ol>                          | \$\$\$ depends on system selected | Beronja Trimble/Zhu           | Began Summer 05; complete by May 05.               |
| <b>OUTCOME:</b> Activation Of an Electronic Reserves capability available for faculty instruction needs.  |  |                                   |                               |  |

**(Goal 2: Promote, assess and improve library services to advance knowledge through information.**

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

| <b>Strategy</b>   | <b>Action Step(s)</b>   | <b>Resources</b>             | <b>Who</b>  | <b>Timeframe</b>  |
|---|---|------------------------------|---|---|
| 2.1 Create and implement appropriate basic information literacy courses   | 1.Design a standard course with modular options.<br>2. Develop modules<br>3. Develop digital/multimedia components<br>4. Develop learning assessment processes                          | Software;<br>travel/training | Romeo, Rohrbaugh, Moore<br>Reference staff            | Began Summer 04<br><br>Complete Version One by 9/1<br><br>Complete Version Two by 6/30/05   |
| <b>OUTCOME:</b> Effective courses for freshmen with standardized content.   |   |                              |   |   |
| <b>Strategy</b>   | <b>Action Step(s)</b>   | <b>Resources</b>             | <b>Who</b>  | <b>Timeframe</b>  |
| 2.2 Continue to refine academic partnerships – library outreach. <i>(continuation from FY04)</i>  | 1. Implement next round of visits with each full-time faculty member.<br>2. Refine permanent liaison responsibilities.<br>3. Develop one innovative project (with faculty) per liaison. |                              | Schnall/Romeo, coordinators<br>ALL professional staff | Begin Summer 04, complete in May05<br><br>New faculty visits Fall04<br>Liaison kick-off meeting Summer 04<br><br>Identify project Fall 05 |
| <b>OUTCOME:</b> Increased faculty/librarian collaboration resulting in greater use of library resources and student abilities to find and use quality information resources.  |   |                              |   |   |
| <b>Strategy</b>   | <b>Action Step(s)</b>   | <b>Resources</b>             | <b>Who</b>  | <b>Timeframe</b>  |
| 2.3 Develop communications and marketing team   | 1. Team formed<br>2. Goals set.<br>3. Several products developed and used   | Software, training,          | Kobulnicky – appoint team                             | Summer 04   |
|   | 4. Work with Electronic Services Librarian and Reference staff to upgrade Maag web presence   |                              | Marketing Team  | Fall 04 – product development   |
|   |   |                              | Zhu and marketing team                                | Spring 05   |
|   | 5. Implement Weblog as a communications channel   |                              | Zhu   | Spring 05   |
| <b>OUTCOME:</b> Effective, creative, and efficient distribution of Library news—alerting students, faculty and staff when new products, databases, or services are available. |   |                              |   |   |

| <b>Strategy</b>   | <b>Action Step(s)</b>  | <b>Resources</b>                                | <b>Who</b>   | <b>Timeframe</b>                    |
|---|--|---|--|-------------------------------------|
| 2.4 Assess service quality  | 1. Hold several faculty and student focus group sessions         | Incentives for participation                    | Reference Staff  | Begin fall04                        |
|   | 2. Work through Project SAILS to evaluate information literacy   | \$1,800 plus participant at two ALA conferences | Schnall/Romeo/Rohrbaugh with Reference Staff; Zhu for web page | All year – complete Summer 05       |
|   | 3. Develop in-house pre and post-tests for basic literacy course |   | Reference Staff  | Implement by beginning of Spring 05 |
| <b>OUTCOME:</b> Determine how faculty/students view library services. Assess effectiveness of information literacy instruction. |  |   |  |                                     |

### **Goal 3: Initiate Library Fundraising Program (continuation from FY04)**

(Supports CRITICAL ISSUE 3: Financial Resources)

| <b>Strategy</b>   | <b>Action Step(s)</b>   | <b>Resources</b> | <b>Who</b>                  | <b>Timeframe</b> |
|---|---|------------------|-----------------------------|------------------|
| 3.1 Identify traditional and historic library supporters and re-establish communications.           | 1. Renew lines of communication with Maag Library's donors.                           |                  | Kobulnicky<br>FOML officers | Fall 2004        |
|   | 2. Develop and implement a plan for raising funds for Archives & Special Collections. |                  |                             | Fall 2004        |
| <b>OUTCOME:</b> Finalize and produce a library fundraising plan for Archives & Special Collections. |   |                  |                             |                  |

### **Goal 4: Continue and expand Digital Initiatives (continuation from FY04) See also: Strategy 1.2 Institutional Repository**

(Supports CRITICAL ISSUE 7: Technology)

| <b>Strategy</b>  | <b>Action Step(s)</b>  | <b>Resources</b> | <b>Who</b>                  | <b>Timeframe</b>                  |
|--|--|------------------|-----------------------------|-----------------------------------|
| 4.1 Work with School of Graduate Studies to ensure YSU's participation in OhioLINK's ETD program (electronic theses & dissertations) | 1. Meet with School of Graduate Studies for initial discussion<br>2. Prepare detailed procedural plans for electronic submission<br>3. Work with OhioLINK staff to complete plan |                  | Schnall, Trimble, Whitfield | Begin Fall 04; complete by May 05 |
| <b>OUTCOME:</b> Full compliance with OhioLINK's ETD program  |  |                  |                             |                                   |

| <b>Strategy</b>  | <b>Action Step(s)</b>   | <b>Resources</b>              | <b>Who</b> | <b>Timeframe</b>                              |
|--|---|-------------------------------|------------|---|
| 4.2 Convert active LP collection in the MultiMedia Center to CD for preservation and ease of use | 1. Identify rare and out of print recordings in Maag's collection, including the Howard Meahl Jazz Record Collection, J. Miller Hahn Collection, and the Roderick MacDonald Collection of LPs and tape recordings.<br>2. Digitize a minimum of 500 records during FY05<br>3. In collaboration with Dana School of Music faculty, explore a grant or other funding sources for preservation of the Dana New Music Festival reel-to-reel tapes. | Equipment, software, supplies | Bell       | Fall 04<br><br><br>Spring 05<br><br>Spring 05 |
| <b>OUTCOME:</b> Increased usability and preservation of music collection.                        |   |                               |            |   |

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

(Supports CRITICAL ISSUE 8: Community Engagement)

| <b>Strategy</b>  | <b>Action Step(s)</b>   | <b>Resources</b> | <b>Who</b>          | <b>Timeframe</b> |
|--|---|------------------|---------------------|------------------|
| 5.1 Support YSU's Early College Program with information literacy courses.   | 1. Build links to Early College staff through liaison program |                  | Schnall/Romeo/Moore | Summer 2004      |
|  | 2. Build Information Literacy proposal and program            |                  | Romeo               | May 05           |
| <b>OUTCOME:</b> 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)

| <b>Strategy</b>  | <b>Action Step(s)</b>   | <b>Resources</b>                        | <b>Who</b>                      | <b>Timeframe</b> |
|--|---|---|---------------------------------|------------------|
| 6.1 Redefine the Library’s organizational structure to enhance efficiency, cohesion and mission orientation.               | 1. Develop and propose new organizational structures  | Possible travel; equipment and software | Kobulnicky                      | Summer 04        |
|  | 2. Select and implement new structure   |   | Kobulnicky and library managers | Ongoing FY05     |
| 3. Provide necessary training  |   |   |                                 |                  |
| <b>OUTCOME:</b> An organization structured to meet the changing technology needs and services of today’s academic library. |   |   |                                 |                  |
| <b>Strategy</b>  | <b>Action Step(s)</b>   | <b>Resources</b>                        | <b>Who</b>                      | <b>Timeframe</b> |
| 6.2 Strengthen internal communication  | 1. Hold periodic regular staff meetings   |   | Kobulnicky                      | Ongoing FY05     |
|  | 2. Hold in-service on “Shared Leadership”   | \$\$ for speaker; food; supplied        | Kobulnicky                      | Summer 04        |
|  | 3. Reinforce value of staff-initiated communications to increase both amount and quality of internal communications |   | Kobulnicky; library leaders     | Continuous       |
| <b>OUTCOME:</b> Increased productivity from an involved, fully committed staff taking responsibility for achieving goals.  |   |   |                                 |                  |
| <b>Strategy</b>  | <b>Action Step(s)</b>   | <b>Resources</b>                        | <b>Who</b>                      | <b>Timeframe</b> |
| 6.3 Enrich the diversity of the staff to reflect our values of tolerance and awareness.                                    | 1. Seek opportunities through recruitments  |   | Search Committees               | Ongoing          |
|  | 2. Build one or more library “events” around cultural diversity   |   | Planning group to be appointed  |                  |
|  | 3. Promote public service opportunities for minority employees  |   |                                 |                  |
| <b>OUTCOME:</b> 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 Develop Maag space utilization plan   | 1. Accommodate Classroom project                                 | \$\$ (Facilities)                | Beronja/Trimble/Schnall coordinating    | Summer 04      |
|   | 2. Evaluate Maag space relative to requirements of functions     |                                  | Kobulnicky/Schnall with Maag staff      | Summer/Fall 04 |
|   | 3. Plan for co-location of service points                        |                                  | Schnall/Beronja/Romeo                   | Fall 04        |
|   | 4. Plan for accommodating staff relocations                      |                                  | Schnall/Beronja/Romeo with Facilities   | Fall 04        |
|   | 5. Plan move sequence  |                                  |   | Fall 04        |
|   | 6. Begin selected renovations – MMC; Reference strategic corners | \$\$\$ construction; furnishings |   |                |
|   | 7. Continue clean-up and reduce clutter on all floors            |                                  | Library staff with Recycling/Facilities | continuous     |
| <b>OUTCOME:</b> Strategically located service areas along with clean, clutter-free spaces for group study and general patron needs. |  |                                  |   |                |

July 9, 2005