

LIBRARY ANNUAL PLAN 2008-2009

| INSTITUTIONAL GOALS | DEPARTMENTAL GOALS | METHOD OF ATTAINMENT | RESOURCES (NEEDS, COSTS, SOURCES OF FUNDS) |
|---------------------|--|---|--|
| Goal 1; Goal 3 | Goal 1 To select and acquire information resources based on collection management principles that reflect the teaching and research requirements of the College. | | |
| | 1.1 To select and acquire monographs of high quality that reflect curricular programs and faculty research requirements. | 1.1.1 Maintain expenditure levels for book purchases (both firm orders and approvals) at 2007-2008 budget level. | 1.1.1 \$30,000 recurring. |
| | | 1.1.2 With significant increases to library materials budget, raise library holdings (and collections quality) to levels attained by aspirational peer universities. Build on existing digital collections such as Evans and Shaw/Shoemaker and other non-print media (DVDs). | 1.1.2 \$50,000 non- recurring but additional funds for this purpose will be requested in future years. |
| | 1.2 To maintain a balanced serials collection, both print and electronic, that reflects curricular programs and faculty research requirements. | 1.2.1 Maintain print subscriptions at approximately 3000 and 40,000 electronic titles. | 1.2.1 \$90,000 recurring. The cost for the subscriptions portion of the library materials budget, roughly \$1.3 million, will again rise between 6-8%. |
| | | 1.2.2 Increase the number of electronic subscriptions to databases, serials and e-books. Continue to shift from print to electronic subscriptions whenever feasible. Analyze new PASCAL databases to determine if they overlap with existing subscriptions, cancelling library subscriptions whenever possible. | 1.2.2 \$30,000 recurring. Dean, CD Committee, CD department, PASCAL reallocated funds and funds from duplicate print subscriptions. |
| | | 1.2.3 Continue subscriptions for MRL databases and journals that have historically been included in NOAA grant. | 1.2.3 \$42,000 recurring. |
| | 1.3 To evaluate the strengths of library collections; to adopt resource sharing collection policies whenever possible. | 1.3.1 Continue assessment for new subject areas. The liaisons will analyze American Literature, Historic Preservation, Marine Biology and Theater. | 1.3.1 Librarians, Collection Development Department. Reallocate resources as needed. |
| | 1.4 To author and/or edit occasional publications linked to historical collections. | 1.4.1 Continue to develop proposals. | 1.4.1 Special Collections staff; Grant funds as available. |

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| Goal 1; Goal 3 | Goal 2 To organize timely, logical, aggregated and convenient access to print, electronic and other information resources to further study and research. | | |
| | 2.1 To continue implementation of new library products and technologies. | 2.1.1 Purchase and install "Next Generation" library catalog software (Encore or AquaBrowser) | 2.1.1 Library staff and \$18,000 (recurring). |
| | 2.2 To facilitate 24/7 access to print collections. | 2.2.1 Publicize and otherwise encourage the use of the self checkout machine. | 2.2.1 Admin, circ staff. |
| | 2.3 To make all current acquisitions and gifts available to faculty and students. | 2.3.1 Catalog new material as it is received. | 2.3.1 \$45,000 Cataloger for Special Collections, Avery, MRL with expertise in foreign language cataloging. |
| | | 2.3.2 Process gift collections in a timely manner. | 2.3.2 Technical Services and qualified volunteers to assist with assessment. |
| | 2.4 To continue processing of archival collections. | 2.4.1 Continue processing College, Spoleto, JHC and Holocaust materials. Begin processing Women's and Rosenthal Collections. | 2.4.1, Special collections staff, students and volunteers. Jewish Studies initiative, Center for Southern Jewish Culture development goal \$250,000. |
| | 2.5 To continue designing usable, accessible, standard web pages that will attract the intended users and encourage and invite them to persist and return to the site. | 2.5.1 Revise, expand and maintain library web pages. | 2.5.1 Web Committee, Library Depts. |
| | | 2.5.2. Work with campus committee to develop new campus website; implement new content management system. | 2.5.2 Library webmaster. |
| | 2.6 To assure high quality bibliographic control. | 2.6.1 Continue resolving problems from last year's load of 90,000+ records for electronic resources. | 2.6.1 Technical Services staff. |
| | 2.7 To provide access to library materials statewide. | 2.7.1 Continue to investigate and when possible, establish database citation links to Interlibrary Loan software. | 2.7.1 Interlibrary Loan staff. |
| | 2.8 To develop and maintain electronic accession system for equipment in the Rivers Communications Museum. | 2.8.1 Evaluate software options (excel, access, PastPerfect, etc.) Load current print records onto the new system and add new records as necessary. | |

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| | 2.9 In cooperation with the Graduate School, make available digital versions of master's theses. | 2.9.1 Develop procedures with Graduate School, Technical Services Staff and the Proquest vendor for seamless transfer of data and records. | 2.9.1 Technical Services staff, Graduate School staff. |
| | 3.0 To continue to improve access to ERes (electronic reserve) materials. | 3.0.1 Publicize and otherwise encourage the use of the databases thru deep linking between library databases and ERes (electronic reserves). | 3.0.1 Circulation and Reference staffs. |
| Goal 1; Goal 3 | Goal 3: To assist and instruct the College community in the use and evaluation of information resources from the library's traditional and virtual collections. | | |
| | 3.1 To continue to expand online reference services. | 3.1.1 Continue to promote virtual reference service for students and faculty; emphasize applications sharing communications component. | 3.1.1 Existing resources. |
| | | 3.1.2 Participate in collaborative virtual reference services. | 3.1.2 Existing resources. |
| | | 3.1.3 Continue exploring new ways to provide virtual reference services. i.e. new versions of text messaging, instant messaging, etc. | 3.1.3 Reference Department staff. |
| | 3.2 To increase the use of full text databases and electronic information. | 3.2.1 Provide additional guides, tutorials and promotional material for information resources. | 3.2.1 Existing resources – Blogs, podcasts, etc. |
| | | 3.2.2 Offer instruction to faculty in classes, special departmental sessions, via online instructional sessions, one-on-one, Faculty Technology Institute, reference consultations etc. | 3.2.2 Librarians. |
| | | 3.2.3 Continue to develop a package of virtual library services (e.g. electronic reserves, virtual reference, research guides, notes, citation and plagiarism software) that can be used with new learning management system that the College acquires. | 3.2.3 Reference librarians. |
| | | 3.2.4 Expand bibliographic instruction classes and other reference services in the North Area. | 3.2.4 CofC North librarian. |

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| | 3.3 To increase the number of people receiving bibliographic instruction in classes and orientations with a special emphasis on instruction which is integrated into ongoing courses. | 3.3.1 Continue to teach one-credit courses on library instruction and special lectures. Work with CSL to develop additional instructional sessions. | 3.3.1 Existing staff. |
| | | 3.3.2 Implement Information Literacy component of the First Year Experience including tutorials and classroom instruction –for FYE classes and Learning Communities. | 3.3.2 Library staff. |
| | | 3.3.3 Continue filming bibliographic instruction sessions at the Lowcountry Graduate Center using Captivate, MediaSite and other programs. Investigate posting sessions on the library website and involving Addlestone reference librarians and MRL librarian in producing and using modules. | 3.3.3 Librarians. |
| | 3.4 To provide adequate hours of library service to meet student and faculty expectations. | 3.4.1 Continue to monitor student usage especially on nights and weekends—consider 24 hr service as needed. | 3.4.1 TBD. |
| | 3.5 To assure accurate and timely responses to student and faculty requests for assistance | 3.5.1 Based on feedback from LibQual and other surveys, provide “customer support” training. | 3.5.1 Public Services. |
| | | 3.5.2 Continue funding for 2.5 library technical assistants and librarians for Marine Resources Library who are currently grant-funded. | 3.5.2 \$54,000 for library faculty + \$61,000 for library classified positions = \$115,000 recurring |
| | 3.6 To provide outreach to area high schools | 3.6 Work with librarians and administrators at local high schools to offer Addlestone library privileges and produce modest revenue to support these services. | 3.6.1 Public Services. |
| | 3.7 To reach out to students across campus | 3.7.1 Continue providing reference services beyond the service desk – such as Stern Center and service desk on the second floor of the library. | 3.7.1 Reference. |
| | | 3.7.2 Participate in freshmen orientation ‘expo’ on George St. and other campus events. | 3.7.2 Reference. |
| | 3.8 To reach out to faculty and students at Grice Lab | 3.8.1 Expand webpage and face-to-face communications re: databases and services. | 3.8.1 MRL librarian and staff. |
| Goal 1; Goal 3 | Goal 4 To provide an environment including the appropriate technical infrastructure that fosters learning and academic purpose. | | |

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| | 4.1 To continue to make improvements so as to maintain a high quality facility. | 4.1.1 Plan and implement a new media services area. | 4.1.1 \$125,000 (non recurring). |
| | | 4.1.2 Store Spoleto and other little-used materials in secure temperature-controlled off-site location. | 4.1.2 Special Collections staff. Central Stores. |
| | 4.2 To serve as a local digital archives for the College's library materials and for libraries throughout the region. | 4.2.1 As part of the SC Digital Library Consortium, determine criteria for prioritizing collections of College and regional original materials. | 4.2.1 Digital Archives Project Committee. |
| | | 4.2.2. Continue processing and scanning collections based on recommendations of the Digital Archives Project Committee. | 4.2.2 Special Collections staff. \$20,000 in grant funds for part-time scanning assistant + \$6,000 for laptops. |
| | | 4.2.3 Continue backing up digital archives on DVDs and local hard drives. Investigate long-term plan to for dedicated server. | 4.2.3 \$1500 for DVDs and hard drives. |
| | | 4.2.4 Scan John Henry Dick's natural history slide collection covering all continents. (20,000 slides). | 4.2.4 \$6,000 for slide scanner. |
| | 4.3 To be prepared to handle natural and other disasters that jeopardize the collections, the facility and the library community. | 4.3.1 Continue updating the disaster preparedness plan. | 4.3.1 No additional personnel. |
| | 4.4 To improve security for the library patrons, staff and materials. | 4.4.1 Assess areas, write policy and implement changes. | 4.4.1 Administration and library supervisors. |
| | 4.5 To add group media viewing area | 4.5.1 Install video/DVD equipment in room 336. | 4.5.1 Media Room staff; existing equipment. |
| | Goal 5 To seek out and maintain partnerships that extend access to information, cultivate support for library collections and services, and strengthen the local community. | | |
| | 5.1 To heighten/enhance the visibility of the Addlestone Library and its unique characteristics and special collections. | 5.1.1 Develop a presence at Alumni Weekend, Parents Weekend; consider offering instruction in the use of libraries and technology generally to parents and Friends of the Library members. | 5.1.1 Library staff, Library Dir. Of Advancement. |
| | | 5.1.2 Develop a calendar of events and exhibits for FOL and library. | 5.1.2 Library Director of Advancement, Adm., Special Collections. |

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| | | 5.1.3 Expand and publicize the Speakers series. | 5.1.3 Library Director of Advancement, Adm., Speakers Committee. |
| | 5.2 Increase awareness of the Friends of the Library Program. | 5.2.1 Continue Roundtable series; develop partnerships with area schools and other non-profit organizations. | 5.2.1 Library Director of Advancement, Adm., Dean. |
| | 5.3 Generate new Friends of the Library Members and maintain existing members | 5.3.1 Develop and distribute membership brochure. Send renewals annually. | 5.3.1 Library Director of Advancement, Friends of the Library Board. |
| | 5.4 Significantly increase expendable and endowment support for special collections, acquisitions of additional collections, discipline-specific holdings, journals, electronic databases and modern technologies. | 5.4.1 Identify prospective donors for endowment. | 5.4.1 Dean, Friends of the Library Board, Director of Advancement. |
| | | 5.4.2 Identify prospective donors of gift collections. | 5.4.2 Friends of the Library Board, Dean, Library Director of Advancement, library staff. |
| | 5.5 To maintain the educational and outreach efforts of the John Rivers Communications Museum | 5.5.1 Continue programming activities, such as topical educational films with leader and/or panel discussions. Continue group tours for schools, ElderHostel and other community groups. Develop strong liaisons with other C of C departments, local schools and community groups. Publicize events and programs through local media, flyers, posters and the web. | 5.5.1 \$24,000 Curator (new position). |
| | 5.6 To research and evaluate the new LMS (Learning Management System) to be acquired by the College and ensure compatibility with current library systems. | 5.6.1 Attend vendor demonstrations, work with IT and other departments to gain hands-on experience with LMS and provide input re: desired tools and functionality. | 5.6.1 Circulation and Public Services staff. |
| Goal 1; Goal 3 | Goal 6 To ensure that the organization reflects current trends in information technology, attracts and retains a competent and able staff, pursues positive change and remains both open and consultative. | | |

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| | 6.1 To improve student and faculty access to materials and services by assuring that library staff is working efficiently and effectively. | 6.1.1 Review and revise traditional organizational structure as necessary; variables to consider include new services, "decentralized" reference, increased emphasis on metadata creation; minimizing administration. | 6.1.1 New classified and professional positions needed to meet growth in demand for services. |
| | | 6.1.2. Continue to monitor and implement as feasible better statistics collection and analysis to reflect changing use patterns. | 6.1.2 Funds to be determined. |
| | | 6.1.3 Encourage productive communications with patrons re: library fines and obligations. Develop a fine dispute form and procedure to reduce patron stress and allow 24/7 contact | 6.1.3 Circulation staff. |
| | 6.2 To continue to encourage library staff involvement in planning and improving library services. | 6.2.1 Continue to use the library staff meetings and electronic media as forums for communication. | 6.2.1 - 6.2.4 No cost. |
| | | 6.2.2 Continue to use a committee system which ensures staff input in the decision-making process. | |
| | | 6.2.3 Continue to use the Administrative Group to address administrative issues such as personnel, budget, policies, planning and automation. | |
| | | 6.2.4 Continue recruiting faculty and staff that reflect the diversity of our society. | |
| | 6.3 To continue to organize and carry out programs for staff and organizational development. | 6.3.1 Encourage librarians and LTAs to undertake research. | 6.3.1 College and Foundation funds. |
| | | 6.3.2 Identify and implement training in skills areas (leadership, customer service, project planning, and meeting management) as well as specific technical training. | 6.3.2 College and Foundation funds. |
| | | 6.3.3 Continue training all staff to use software, databases and related general office automation in conjunction with library automation. | 6.3.3 College and Foundation funds. |

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| | | 6.3.4 Develop program to support LTAs graduate coursework in librarianship. | 6.3.4 Professional development funds. |
| | 6.4 To maintain adequate fair compensation for library employees | 6.4.1. Continue review of equity for classified staff and librarians. | 6.4.1 Equity adjustment money as available. |