

LIBRARY THREE-YEAR PLAN (2004-2005 TO 2006-2007)

INSTITUTIONAL GOALS	DEPARTMENTAL GOALS	METHOD OF ATTAINMENT	TIME FRAME	RESOURCES (NEEDS, COSTS, SOURCES OF FUNDS)
Goal 1; Goal 3	Goal 1 To select and acquire library materials 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 reflects curricular programs and faculty research requirements.	1.1.1 Maintain expenditure levels for book purchases (both firm orders and approvals) at 2003-2004 adjusted (decreased) budget level. Net effect is reduction of 1500-2000 new titles. Increase expenditures in successive years to make up for diminished acquisitions rates for FY 03 and 04.	1.1.1 2004-05 and ongoing	1.1.1 No new money in current fiscal year. Increases as appropriate for future years.
	1.2 To maintain a balanced print serials collection and related electronic databases that reflect curricular programs and faculty research requirements.	1.2.1 Maintain serial subscriptions at approximately 3000. Increase expenditures in successive years to improve journal holdings in areas with graduate programs.	1.2.1 2004-05 and ongoing	1.2.1 \$60,000 in 2004-05; TBD in successive years
		1.2.2 Categorize journals into high and low use groups. Cancel journal titles if funding increases (see 1.2.1) do not materialize. Continue to clean up database of "bill later" and lapsed serial titles.	1.2.2 2003-04	1.2.2 CD Committee, CD Dept, Faculty Library Committee, Faculty Liaisons, Library, Administration
		1.2.3 Maintain and perhaps increase the number of subscriptions to electronic databases, e-journals and e-books; by reallocating funding and through negotiating cooperative agreements with other libraries.	1.2.3 Ongoing	1.2.3 Dean, CD Committee, PASCAL
	1.3 To evaluate the strengths of library collections; to adopt resource sharing collection policies whenever possible.	1.3.1 Based on success of collection analyses of four subject areas from prior two years, continue assessment for new subject areas. The liaisons will analyze 3-4 subject areas 2004-05.	1.4.1 Ongoing	1.4.1 Librarians, Collection Development Department. Reallocate resources as needed

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	1.4 To develop an active program of grant applications, gift solicitation, and corporate support.	1.4.1 Appoint taskforce led by Dean and Development Officer to identify opportunities	1.4.1 2004-05 for taskforce	1.4.1 Dean, Special Collections staff
		1.4.2 Identify and cultivate donors for book fund endowment.	1.4.2 Ongoing	1.4.2 Dean, Institutional Advancement
	1.5 To eliminate outdated material from the collections.	1.5.1 Continue weeding 500 books in each of the specific areas TBA. Consider weeding and/or moving to remote storage some bound serial holdings that are duplicated in the digital collection.	1.5.1 Ongoing	1.5.1 De-selection Taskforce, Library staff
		1.5.2 Identify and implement additional methods to deselect for remote storage and withdrawal that are based on comparing local holdings to regional and national depositories.	1.5.2. 2005-06	1.5.2 De-selection Taskforce
		1.5.3 Continue discussions with other libraries to establish a permanent cooperative remote storage and retrieval facility for little-used materials.	1.5.3 Ongoing	1.5.3 Coordination with other Charleston library and cultural agencies
	1.6 To author and/or edit occasional publications linked to historical collections.	1.6.1 Develop proposals for synagogue histories, etc.	1.6.1 Ongoing	1.6.1 Special Collections staff
Goal 1; Goal 3	Goals 2 To provide state of the art library technology that supports student and faculty curricular and research needs.			
	2.1 To continue to improve local library systems	2.1.1. Cooperating with other SC libraries, purchase ILS (integrated library system) software to replace the 17-year-old DRA system.	2.1.1 2004-05	2.1.1 Minimal funding during investigation phase. Project costs may reach \$300,000 + recurring annual costs TBD
		2.1.2 Begin implementation of ILS system.	2.1.2. 2005	2.1.2 Coordinate with PASCAL and large public libraries; Library staff

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		2.1.3 Begun using unmediated borrowing from other SC libraries.	2.1.3 2005	2.1.3 ILL, Circ staff; PASCAL
	2.2 To continue to investigate and as appropriate implement institutional or regional repositories for accessing and storing electronic documents in perpetuity.	2.2.1 Continue to build out local model for capture, conversion, and maintenance of Special Collections documents.	2.2.1 Ongoing	2.2.1 Special Collections Resources TBD
		2.2.2 Investigate creating a library of electronic copies of theses.	2.2.2 2005	2.2.2 Administration and appropriate library staff; Graduate Dean
	2.3 To enhance and consolidate authentication protocols across the campus.	2.3.1 Coordinate with other departments to develop a single authentication system which includes access to library services (e.g. Obvia, ERES, and WebCT).	2.3.1 2005	2.3.1 Assistant Dean for Technical Services
Administrative Goal: 6	Goal 3 To provide access to library materials in a timely and logical manner.			
	3.1 To make all current acquisitions and gifts available to faculty and students.	3.1.1 Catalog new material as it is received; continue to work on small cataloging backlog from Special Collections.	3.1.1 Ongoing	3.1.1 Cataloging, Special Collections and CD Depts., MRL
		3.1.2 Complete implementation of new OCLC cataloging software.	3.1.2 2004-2005	3.1.2 Staff training. Some equipment and software costs to be determined
	3.2 To continue processing of archival collections.	3.2.1 Continue processing College, Spoleto and JHC archival materials.	3.2.1 Ongoing	3.2.1 No new library resources, possible journal support, volunteer support
		3.2.2 Continue scanning photographs and artwork; link images to Special Collections web pages; consider scanning school newspapers and yearbooks (see above 2.2.1).	3.2.2 Ongoing	3.2.2 Special Collections Department and TBD

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	3.3 To continue to improve organization of information of the library's web pages.	3.3.1 Revise and maintain research guides and other web pages as needed.	3.3.1 Ongoing	3.3.1 Web Committee, Library Depts
Goal 1; Goal 3	Goal 4: To assist and instruct the academic community in the use and interpretation of library collections and related electronic information.			
	4.1 To continue to expand online reference services.	4.1.1 Continue to promote Question Point virtual reference service for students and faculty; emphasize applications sharing communications component.	4.1.1 2004-2005	4.1.1 No new resources
		4.1.2 Participate as appropriate in collaborative virtual reference services (OCLC, CALC, etc.).	4.1.2 Ongoing	4.1.2 Existing resources
		4.1.3 Investigate an expansion of virtual reference into a college web referral service.	4.1.3 2005	4.1.3 Reference librarians, College personnel
	4.2 To increase the use of full text databases and electronic information.	4.2.1 Provide additional guides, tutorials and promotional material (such as the newsletter) for electronic information resources about the Internet, WWW, advanced searching techniques, etc.	4.2.1 Ongoing	4.2. Existing resources
		4.2.2 Offer instruction to faculty in classes, special departmental sessions, via online instructional sessions, one-on-one, Faculty Technology Institute, etc.	4.2.2 Ongoing	4.2.2 Librarians and Academic Computing
		4.2.3 Continue to develop a package of virtual library services (e.g. electronic reserves, virtual reference, research guides, notes and plagiarism software) that can be used with WebCT.	4.2.3 2004-05	4.2.3 Reference librarians
		4.2.4 Begin offering classes and other reference services in the North Area.	4.2.4 Ongoing	4.2.4 Reference Dept

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	4.3 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.	4.3.1 Continue to teach one-credit courses on library instruction and special lectures. Work with CSL to develop additional instructional sessions.	4.3.1 Ongoing	4.3.1 Existing staff
		4.3.2 Continue instruction on web-related applications through PowerPoint, HTML, composer, etc.	4.3.2 Ongoing	4.3.2 Staff
	4.4 To continue expanding/improving document delivery to faculty.	4.4.1 Replace US mail with UPS for appropriate ILL deliveries.	4.4.1 2004-2005	4.4.1 \$15,000 annually
		4.4.2 Implement PASCAL intra-state 48 hr delivery service.	4.4.2 2004-2005	4.4.2 TBD >\$5000
Goal 1; Goal 3	Goal 5 To improve the physical environment to facilitate the delivery of library materials and services.			
	5.1 To move into the new library and develop new policies and procedures to maintain a high quality facility.	5.1.1 Study use patterns for bound journal and microform collections to assure user needs are being met.	5.1.1 2005	5.1.1 None
		5.1.2 Implement plan for supervising maintenance of the new building.	5.1.2 2004	5.1.2 TBD
	5.2 To maintain adequate reprographic, microform and printing equipment.	5.2.1 Complete print management study; implement print charges if recommended.	5.2.1 2005	5.2.1 TBD
		5.2.2 Coordinate with campus wide efforts to introduce "one-card system."	5.2.2 Ongoing	5.2.2 TBD
	5.3 To adopt book preservation procedures for general and special collections.	5.3.1 Obtain cost estimate for microfilming selections from archives. Pending funding, begin filming.	5.3.1 Ongoing	5.3.1 Grant funds

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		5.3.2 Continue updating the disaster preparedness plan.	5.3.2 Ongoing	5.3.2 No additional personnel; some funding for supplies
		5.3.3 Continue preservation education program for staff.	5.3.3 Ongoing	5.3.3 No additional resources
		5.3.4 Compare to develop a conservation plan for the care of certain library and archival materials. Train students and staff.	5.3.4 Ongoing	5.3.4 Staff Development funds
Goal 1; Goal 3	Goal 6 To support library and information services through an organizational structure that <ul style="list-style-type: none"> ◆ Reflects current thinking about information technology and library science in an academic setting ◆ Attracts, trains and retains a staff of proven ability and high potential ◆ Utilizes administrative activities that are open and consultative ◆ Supports efforts for positive change. 			
	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 Consider alternatives as appropriate for the organization of information technology activities in the library and Academic Computing. Review and revise traditional organizational structure; variables to consider include new services, "decentralized" reference, shifts from technical services to public services for professionals, increased emphasis on metadata creation; minimizing administration.	6.1.1 Ongoing	6.1.1 New classified and professional positions needed to meet growth in demand for services.

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		6.1.2 Consider introducing program review for the library modeled on the academic program and self-study review process. Continue to monitor and implement as feasible better statistics collection and analysis to reflect changing use patterns.	6.1.2 2004-05	6.1.2 Funds to be determined
	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 Ongoing	6.2.1 - 6.2.4 No cost
		6.2.2 Continue to use a committee system which ensures staff input in the decision 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 Recruit 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 Ongoing	6.3.1 College and Foundation funds as appropriate
		6.3.2 Identify and implement training in skills areas (leadership, group facilitation, project planning, meeting management) as well as specific technical training.	6.3.2 Ongoing	6.3.2 College and Foundation funds as appropriate
		6.3.3 Continue training all staff to use word processing, spreadsheets, email, file management, electronic calendars, web pages and related general office automation in conjunction with library automation.	6.3.3 Ongoing	6.3.3 To be determined

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	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 Ongoing	6.4.1 Equity Adjustment money (as available)