

*Lock Haven University
Stevenson and Clearfield Libraries
Proposed Projects 05-06*

Access Services Team

1. Fully implement the microform scanning service. Educate users and other staff.
2. Incorporate Iliad software into document delivery workflow. Educate users and other staff.
3. Work with the Media Team, Collection Space Team, and Technical Services Team on the best way to handle the audio book collection.
4. Work with the Collections Space Team on the weeding and shifting of collections.
5. Complete policies and procedures for all areas of Access Services.
6. Improve email notifications to ensure that users understand reports.

Administration

1. Each library team member will spend five days this year in developing their knowledge and skills.
2. Provide the new provost with information about the libraries' history, successes, resource needs, etc.
3. Participate in provost discussions about better ways to coordinate media/academic computing/learning technologies support.
4. Encourage more active grant-seeking.
5. Provide continued training on effective teams, project planning, etc.
6. Collect statistics from our new list of comparison institutions, similar to the SSHELCO comparisons.
7. Contact emeriti faculty to tell them about services and encourage donations.
8. Contact parents to encourage donations.
9. Contribute an article to the alumni magazine or other ways to increase visibility and encourage donors.
10. Initiate collaboration with the public and school libraries in Clinton County.
11. Encourage cross-disciplinary dialogue on matters related to library and information through brown bag lunches, lectures, book talks, etc. to engage with faculty on the campus.
12. Provide luncheon for students who want to be librarians.
13. Garner administrative support for the collection of key institutional documents.
14. Meet with SCC to discuss issues of importance to student leaders.
15. Make a site visit to Mansfield (interested faculty/staff) and/or Clarion.
16. Experiment with some of the SSHELCO publicity materials and participate in writing a grant for professional production of these materials.
17. Work with Facilities on lighting replacement in the Children's Library.
18. Seek resolution to the disaster situation of leaks on the 3rd floor.

Admissions Tour Guide Task Force – no longer needed?

Architects Programming Study Task Force

1. Work with architect to outline plans to renovate Stevenson Library, conditional on funding.
2. Create a website to track ideas and solicit input.

Archives Team

1. Write a collection development policy for the Archive.
2. Begin to investigate the role of the Archive in an institutional depository initiative.
3. Explore digital collection management software, such as CONTENTdm.
4. Complete the project to digitize the yearbooks.
6. Continue development of the Archives website.

Assessment Team

1. Complete 2004/05 liberal arts assessments.
2. Conduct new liberal arts assessments in two or three new areas.
3. Plan for the 06/07 five year program review.
4. Participate in the Outcomes Assessment Fall Poster Symposium.
5. Work with other teams to integrate the findings of the general satisfaction survey and the Children's Library satisfaction survey in order to improve our operations.
6. If SSHELCO grant gets any traction, work with the authors of that grant proposal on plans to do a LibQual assessment.

Blackboard Task Force

1. Investigate the implications of Blackboard's recent developments, including its potential for e-portfolio and linking to e-reserves.

Book Talk Task Force

1. Recommend to the whole team whether to continue the book talks, and therefore make this a team.
2. If decided to continue, offer one or two book talks and then reevaluate.

Clearfield

1. Make changes necessary to prepare for new degree programs at Clearfield.
2. Complete work on updating the nursing collection.
3. Provide the new campus director with information about the role of the library on campus.
4. Try some new programs to draw students into the library.
5. Hold T Meeting at Clearfield and invite the new campus director.

6. Revise the Clearfield Library website.

Collection Space Utilization Team

1. Implement student shelver training program.
2. Continue to weed and consolidate microfilm collection.
3. Complete weeding and move of the alcove collections.
4. Based on an ideal book collection space size agreed on by the Dean and Library Department, prepare a plan for consolidation of the book collection.
5. Investigate compact storage options for the bound journal collection.
6. Write procedures for shelf measuring and shelf shifting.
7. Add additional student hours to assist with shifting projects.

Computer Management Team

1. Continue to investigate pay-for-printing or other ways to keep costs down.
2. Investigate “ghosting” of reference computers or other ways to make maintenance of those machines less labor-intensive.
3. Assuming funding is available, coordinate the completion of wireless access in the building.
4. Devise a plan for updating of the laptop computers in the instruction room.
5. In collaboration with the Media Team, write policy and procedure for use of the public workstations.
6. Complete conversion to wireless and to Ethernet. Look into higher speed access options.

Copyright Team

Data Management Team

Disaster Team

1. Conduct annual disaster training update for Stevenson Library faculty and staff.
2. Build a cache of disaster supplies.
3. Prioritize collections in terms of recovery, evacuation, etc.
4. Consider further training for the disaster team.
5. Review and update our disaster policies and procedures.

Discards Task Force

1. Complete our pilot effort at a discarded books bidding process.
2. Complete the process of figuring out how to manage the discarded books between processing and disposal.
3. Finalize policy and procedure for discards.
4. Arrange space for weeded books.

Distance Education Team

- 1, Develop preliminary policy & procedure guidelines
- 2, Consult with others on campus to collect a comprehensive list of needs and wants from which the team can develop a strategic set of projects.
3. Identify, develop and implement necessary services based upon information gained.
- 4, Develop a targeted web site.

EnCompass Task Force

1. Implement and advertise Endeavor EnCompass federated search engine.
2. Train all library faculty staff on EnCompass.

Instruction

1. Develop a web presence for information literacy.
2. Develop an assessment plan for information literacy.
3. Assist interested departments in creating graduated information literacy components for majors.

LHU Authors Task Force

1. Make recommendation about whether this is a permanent team, bring in others from across campus, or make a university-wide committee.
2. Prepare a brochure of faculty publications for distribution at the beginning of fall semester.

Library Department

- 1.
2. Ensure that all librarians are prepared to advise faculty on matters related to information literacy, including such things as active learning, assignment design, and integration of media.
3. Continue the transition from print to electronic access to journals.
4. Weed significant portions of the LC classification system in Stevenson.
5. Investigate a process by which we might alter periodical budgeting based on expenditures across the disciplines.
6. Continue to investigate ways to make a case for recognition of the MLS as a terminal degree, and monitor possible implications of terminal degree initiatives on promotion and tenure decisions.
7. Complete the annual print journal cancellation project.
8. Put forward the need for replacement of the faculty vacancy.
9. Work with academic departments which plan to seek accreditation, develop new programs, or institute grant projects.

10. Work with the Teaching Learning Center on faculty professional development workshops to assist faculty with integrating new technologies and information literacy assignments in their classes.
11. Host a meeting of the SSHELCO reference and systems librarians.
12. Explore ways to collaborate more with Honors and International Studies.
13. Advertise NetLibrary and other new databases.
14. Add Marc records to PILOT for NetLibrary titles.

Media Services Team

1. Complete the installation of the new media area furniture and equipment.
2. Train media students to have a basic knowledge of LiveText, and work with Dean to advocate for professional staffing to support LiveText and other portfolio development.
3. Ensure that all media desk personnel are able to offer basic assistance with Photoshop and Premiere, and create a list of experts for each product offered for referral of complex questions.
4. Promote Media services and collections to the campus including perhaps offering instruction sessions to interested faculty/staff.
5. Plan for a full-service media center when renovation funds are available.
6. Work with the dean to advocate for the release of the distributed systems position.
7. Set up processes for circulation of wireless headphones and other new types of equipment.
8. Complete policies and procedures for all aspects of media operation.
9. When new assistive technology equipment, software, and manipulatives are acquired, work with the Education Librarian to find the best way to house and circulation them.
10. Create a Media Services website.
11. Provide a tour of the new area for all library staff and faculty.
12. Seek funding for physical enhancements to Media Services if programming study supports.
13. Create a Media Services brochure.
14. Expand service hours, if staffing is provided
15. Develop a workshop series focused on using media resources, if staffing is provided.
16. Investigate learning objects such as www.merlot.edu.
17. Investigate subscriptions to online image directories.
18. Develop a replacement cycle for media equipment, factoring in the transition to smart classrooms.
19. Survey faculty about the needs for development in media.
20. Create an information packet for staff at the desk covering basic operations.

Public Services Team

1. Help all other teams with their projects as appropriate.
2. Ensure that all team members understand ENCompass and can give users basic assistance with it.
3. Complete policies and procedures on hours, etc.

Scholarship Team

1. Select a recipient for the annual scholarship award or recommend deferring for a year to allow money to accrue.

Social Team – no special projects

Technical Services Team

1. Complete processing of the theatre play script collection.
2. Devise a plan for completion of the database cleanup project and decide how long to hold onto the printed shelflist
3. Complete a policies and procedures manual.
4. Re-arrange and re-label folio shelving.
5. Complete relabeling of videos and dvds.
6. Conduct at least one site visit.
7. Complete the first annual LTI authority update.
8. Finalize a decision on a new system for labeling books.
9. Complete the alcove weeding process.
10. Review and purge Acquisitions files.
11. Create the beginnings of a web presence.
12. Make the files of continuations more accessible to subject librarians.
13. Follow through on LHU authors in the 580 field.
14. Begin cataloging of assistive technology software and devices.
15. Sort and catalog the ¾ inch tapes.

Web Team

1. Migrate all pages to the new site and ensure it is up-to-date.
2. Continue professional development of team members.
3. Teach other teams how to get started on their own sites and provide expert assistance. Advocate for a more comprehensive web presence.

Not this year!

1. Sponsor or co-sponsor a marathon reading of children's literature or other events in that area to advertise services to the campus.
2. Provide an information literacy skills development forum for library student assistants.
3. Update and organize the map collection.
4. Develop our collection of spoken recordings.
5. Investigate possibility of a service for digitizing/reformatting/conversion of slides and other outmoded formats depending on what Learning Technologies and Computer Center offer.
6. Work with Learning Technologies and Computer Center to investigate cost of offering streaming video services.
7. Begin cataloging of videos in the Archives.

8. Complete cataloging of PA government documents.
9. Reclassify the geology surveys.
10. Consider ways that library staff might assist in the classroom or with preparation of instructional materials.
11. Investigate purchasing more access to datafiles.
12. Increase library instruction sessions by 10%