

*Lock Haven University  
Stevenson and Clearfield Libraries  
Draft Projects 06-07*

Theme: Building on our strengths

The Big Nine

1. Circulating laptops and otherwise supporting STEP initiative
2. PR and outreach for media and curriculum/children's library
3. Weed books and conduct collection analyses
4. Transition from print to electronic in serials and reference
5. Five year review
6. LibQual and information literacy assessments
7. Sister library
8. Content DM digital project
9. Policy and procedure manual

Access Services Team

1. Advertise the Iliad and microform scanning services.
2. Work with the Computer Management Team to implement storage, security and circulation procedures for circulating laptops
3. Conduct a survey on e-reserves.
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. Work with Systems people to update patron privacy settings and investigate patron purge.
7. Write procedures for shelf measuring and shelf shifting by November 15.
8. Continue to weed and consolidate microfilm collection, if equipment is available
9. Complete weeding and moves as per weeding plan.
10. 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.

Administration

1. 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.
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. Work with Facilities on lighting replacement in the Children's Library.
7. Fill the Clearfield Technician position.
8. Meet with SCC to discuss issues of importance to student leaders.
9. Work with Archives Team to garner administrative support for the collection of key institutional documents.
10. Initiate collaboration with the public and school libraries in Clinton County focused on information literacy.

#### Archives Team

1. Complete policies and procedures by November 15.
2. Implement a pilot digitization project with ContentDM.
3. Continue work on reorganizing the Archives space.
4. Work with dean's office on garnering support for collection of key institutional documents.
5. Meet with the new Assistant to the President for Planning and Assessment about the archives' role in maintaining key documents.
6. Meet with University Advancement to establish guidelines for what is housed in the PR office and what is maintained by the archives.

#### Assessment Team

1. Complete liberal arts assessments begun last year and conduct one new one.
2. Conduct LibQual assessment.
3. Complete the 06/07 five year program review.
4. Assist the librarians in planning their work with OCLC collection analysis project in such a way as to document assessment outcomes.
5. Invite the new Assistant to the President to meet with the team to review library assessment efforts to date.

#### 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. Update the library's website.
2. Integrate a new library technician into daily operations.
3. Organize newly acquired archival materials.
4. Provide second level of support for new business program.

#### Computer Management Team

1. Complete wireless access in Stevenson.
2. Work with Access Services Team on the circulation of laptops.
3. Make plans for security of the laptops, including tracking numbers.
4. Work on the implications of a print release system.
5. In collaboration with the Media Team, write policy and procedure for use of the public workstations by November 1.
6. Complete Voyager upgrades.
7. Implement new federated search engine as appropriate.
8. Investigate ways to view and reserve media equipment.
9. Update patron privacy settings.
10. Investigate patron purge.

#### Copyright Team

1. Continue development of the copyright website and make it available by January 1.
2. Prepare a simple handout on copyright policies.
3. Complete a full set of copyright policies and procedures by November 1.

#### Digital Reference Task Force

1. Define the scope of the project.
2. Develop an initial list of e-reference tools to consider.
3. Make at least one new e-reference tool available, if funding allows.

#### Disaster Team

1. Provide a schedule for maintenance of equipment and supplies.
2. Revise the emergency phone tree based on new team membership.
3. Conduct annual skills update session for library team members.

#### Distance Education Team

- 1, Develop preliminary policy & procedure guidelines by November 30.
- 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 by February 15.
5. Look for ways for the library to be an integral part of the e-campus.

#### Instruction

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

4. Participate in committees and academic department conversations that might be addressing remedial education needs.
5. Implement new approach to Principles of Biology.

#### LHU Authors Task Force

1. Prepare a brochure of faculty publications for distribution at the beginning of fall semester, if we decide that Stevenson Library should continue its role in the publication.
2. Decide on the future of the task force, including whether to pursue projects beyond the scholarship brochure.

#### Library Department

1. Complete the annual print journal cancellation project.
2. Ensure that all librarians are prepared to advise faculty on matters related to information literacy and critical thinking, including such things as active learning, assignment design, and integration of media.
3. Continue the transition from print to electronic access to journals, probably focused on reference materials.
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. Work with academic departments which plan to seek accreditation, develop new programs, or institute grant projects.
7. 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.
8. Provide an information literacy skills development forum for library student assistants.
9. Provide conceptual oversight for the role of the new library blog and the balance of its content.
10. Recommend whether we need a Serials Team and/or a Digital Initiatives Team.
11. Participate in KLN discussions about a new federated search engine.
12. Use the OCLC Collection Analysis product to assess our ability to support international and graduate curriculum emphases.
13. Offer some brown bag conversations on interdisciplinary scholarly topics.

#### Media Services Team

1. Plan a series of workshops for students.
2. Create a Media Services website.
3. Promote the DVD collection.
4. Survey faculty about their satisfaction with media collections and services.
5. Complete policies and procedures for all aspects of media operation by November 1.
6. Create a Media Services brochure.
7. Develop a replacement cycle for media equipment, factoring in the transition to smart classrooms.

8. Create an information packet for staff at the desk covering basic operations.
9. Ensure we are ready to support the use of new assistive technology devices.
10. Investigate ways to view and reserve media equipment.

#### Publicity Team

1. Work with University Advancement on a phone-a-thon.
2. Create Eagle Eye ads and READ posters.
3. Create a TV commercial for Haven Scope.
4. Sponsor or co-sponsor a marathon reading of children's literature or other events in that area to advertise services to the campus.
5. Sponsor an open house for media and children's in the fall.
6. Oversee a smooth transition from a newsletter to a library blog as a primary pr vehicle.
7. Work with the Technical Services Team on access to NetLibrary titles.

#### Public Services Support Team

1. Attend to ongoing training needs of the team.
3. Complete policies and procedures by November 15.

#### Scholarship Team

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

#### Signage Task Force

1. Recommend a consistent look for signage.
2. Prioritize a recommended list of new signs and await funding.

#### Sister Library Task Force

1. Make initial contact with potential sister libraries.
2. Propose a few ways to get started.

#### Social Team

#### Technical Services Team

1. Complete followup to the serials cancellation project.
2. Devise a plan for completion of the database cleanup project.
3. Complete a policies and procedures manual by November 1.
4. Re-arrange and re-label folio shelving.
5. Create the beginnings of a web presence.
6. Add Marc records to PILOT for NetLibrary titles.

7. Sort and catalog the 3/4 inch tapes.
8. Reclassify and relabel the CD collection.
9. Re-label the materials in the Archive that go to the new storage room.
10. Follow through on LHU authors in the 580 field.
11. Begin cataloging of videos in the Archives.
12. Complete cataloging of PA government documents.
13. Complete deletions and re-labeling in the curriculum/children's library.
14. Conduct a bidding process for the curriculum/children's library withdrawals.
15. Conduct a bidding process for weeded materials.
16. Decide how to provide access to the U of O microfiche set.
17. Complete cataloging of Clearfield videos.

#### Web Team

1. Implement an improved menu/navigation system.
2. Conduct a usability study.
3. Create the technological infrastructure for a library blog.
4. Implement a new federated search engine, if selected.
5. Provide technical assistant to library teams developing their own websites.

#### Not this year!

1. Continue to advocate for renovation of Stevenson.
2. Provide luncheon for students who want to be librarians.
3. Update, organize, and provide better access to the map collection.
4. Investigate purchasing more access to datafiles.
5. Work with Learning Technologies and Computer Center to investigate cost of offering streaming video services.
6. Develop our collection of spoken recordings.
7. Investigate learning objects such as [www.merlot.edu](http://www.merlot.edu).
8. Investigate subscriptions to online image directories.
9. Investigate compact storage options for the bound journal collection.