

*Lock Haven University
Stevenson and Clearfield Libraries
Projects 07-08*

Theme: Media Mania & More

High priority projects

1. Provide workshops to faculty and students on Media Services software.
2. Publicize Media Services to faculty and students.
3. Highlight potential instructional roles for the library in the STEP initiative.
4. Take the next step in evolving the circulating laptop service.
5. Assess the information literacy program.
6. Develop a plan for providing instruction to distance learners.
7. Library faculty development to support new pedagogies.
8. Collection analysis, evaluation, weeding, and enhancement.
9. Incorporate laptops and media into the area behind the circulation desk at Stevenson.
10. Implement improved navigation/menu system for the website.
11. Develop policies/procedures/guidelines/systems for electronic archiving of LHU documents.
12. Investigate the possibility of a paging system in Stevenson.
13. Revamp Technical Services workflow in regards to media and electronic products.

Access Services Team

1. Compile usage statistics and survey results to determine the best way to provide electronic reserves.
2. Consolidate the atlas collection in reference.
3. Work with the Collections Space Team on the weeding and shifting of collections.
4. Develop a better workflow behind the Circulation Desk to accommodate changes with media and laptop circulation.
5. Work with Systems people to review and update patron privacy settings .
6. 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.
7. Make a determination about the best system to use to provide e-reserves.
8. Take the next step in evolving the circulating laptop service.

Administration

1. Work with Archives Team to garner administrative support for the collection of key institutional documents.

2. Work with Facilities on lighting replacement in the Children's Library, new chairs, replacing the outside red signs, and review of electrical needs.
3. Participate in discussions about better ways to coordinate media/academic computing/learning technologies/distance education support.
4. Encourage more active grant-seeking.
5. Provide continued training on effective teams, project planning, etc.

Archives Team

1. Continue reorganization of Archives space.
2. Complete at least one digitization project with ContentDM.
3. Survey PASSHE libraries to determine how each school is approaching the concept of the institutional repository.
4. Work with the Dean and the Assistant to the President for Planning and Assessment on the role of Archives in preserving key institutional documents.
5. Develop basic procedures for electronic storage of departmental documents.
6. Weed the $\frac{3}{4}$ inch tapes.
7. Develop policies/procedures/guidelines/systems for electronic archiving of LHU documents

Assessment Team

1. Invite the new Assistant to the President to meet with the team to review library assessment efforts to date.
2. Follow up from the LibQual and survey assessments conducted in 06/07.

Book Talk Task Force

1. Offer two or three book talks.

Clearfield

1. Use special performance funds to upgrade book and media resources in business and nursing.
2. Advocate for an additional half-time library technician.
3. Modest increase in technological support for students, faculty and staff. Includes instructing on use of equipment, burning dvd's & cd's, higher grade video recording equipment etc.
4. Identify, explore and if financially feasible, implement mechanisms for diversifying access points to nursing media.
5. Complete transition of Clearfield library website to new design.
6. Promote library services through creation of new pamphlets, signage and involvement in appropriate campus committees and activities.
7. Implement color scanning capabilities to enhance ILL services.
8. Establish an alternative ILL work station, with scanner, to allow for student assistants to work on ILL tasks under the direction of their supervisor.

9. Collaborate with business faculty to enhance collection in this area.
10. Continue revision of procedure manual and review current policy manual as it pertains to Clearfield Campus Library

Computer Management Team

1. Complete Voyager upgrades.
2. Incorporate and monitor PaperCut software.
3. Implement new federated search engine.
4. Work with the Access Services Team to evaluate the circulating laptop program with regard to hardware and software.

Copyright Team

1. Continue development of the copyright website and policies.
2. Prepare a simple handout on copyright policies.

Disaster Team

1. Provide a schedule for maintenance of equipment and supplies.
2. Finish updating the Disaster Response Plan and post at all service desks.
3. Conduct annual skills update session for library team members. Show all library staff the locations of fire alarm pulls, fire extinguishers, and emergency exits.
4. Finalize the "First Steps" disaster response checklist and post at all staff phones
5. Update the Phone Tree (make a standard- and a wallet-sized).
6. Get supplies in order.
7. Participate as requested in the PASSHE and PALCI disaster preparedness collaborative initiatives.
8. Work with Law Enforcement & Facilities to ensure appropriate evening/weekend response.

Distance Education Team

1. Develop preliminary policy & procedure guidelines.
2. Consult with others on campus to collect (perhaps by survey) a comprehensive list of needs and wants from which the team can develop a strategic set of projects.
3. Identify necessary services based upon information gained and develop a timeline and priority list for projects.
4. Develop a targeted web site.
5. Look for ways for the library to be an integral part of the e-campus.
6. Develop web instruction for distance education students.

Instruction

1. Develop a web presence for information literacy.

2. Work with the General Education Subcommittee to develop an assessment plan for information literacy based on the pilot.
3. Assist interested departments in creating graduated information literacy components for majors.
4. Document the impact of information literacy within the liaison model including surveys of faculty and students.
5. Use the new library instruction evaluations forms to collect data on faculty and student satisfaction with instruction.

Library Department

1. Complete the annual print journal cancellation project, if necessary.
2. Ensure through faculty development 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, applied/service learning, 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. Work with the Dean to articulate an ideal print collection size.
6. Use the OCLC Collection Analysis product to spend the special performance funds.
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. Carve out a role for the library in supporting the STEP initiative.
9. Weed the map collection
10. Decide how the new federated search engine factors into our instruction and reference services.

Media Services Team

1. Plan a series of workshops for students, and recruit student assistants with requisite skills.
2. Update and expand the Media Services website.
3. Identify alternative ways to store and display DVDs.
4. Develop stronger relationships with the TV studio, eCollege operations, and MediaSite activities.
5. Migrate from use of media booking to the Voyager circulation module.
6. Create a Media Services brochure, bulletin board, etc.
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. Develop our collection of spoken recordings.
10. Investigate ways to view and reserve media equipment.
11. Create a web form to make appointments for one-on-one hands-on training.
12. Promote the student tech corps service.
13. Identify software to provide remote log on for the multimedia workstations.

Paging System Task Force

1. Determine if we can afford a paging system for Stevenson.
2. Investigate possible systems and their feasibility given Stevenson's architecture.
3. Work with Facilities to consider ways to make the project possible.

Public and School Library Outreach Task Force

1. Initiate collaboration with the public and school libraries in Clinton County focused on information literacy.
2. Build on the collaborative initiatives done in 06-07 with Ross Library, beginning with a tour of Stevenson for Ross Library staff.

Publicity Team

1. Create a TV commercial for Haven Scope.
2. Oversee a smooth transition from a newsletter to a library blog as a primary pr vehicle.
3. Work with the Technical Services Team on access to NetLibrary titles.
4. Work with the Archives Team to advertise the wrestling digital project.
5. Work with the Media Team to highlight available services to students and faculty.

Public Services Support Team

1. Attend to ongoing training needs of the team, focusing this year on media services.

Scholarship Team

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

Social Team

Technical Services Team

1. Integrate the upgrade of the LA II position into workflow for serials and electronic products.
2. Identify one or two media vendors.
3. Assess and refine the revised workflow for acquisitions order processing.
4. Complete the cataloging of media equipment to transition from media booking to the Voyager circulation module.
5. Implement the new PASSHE contracts for book purchases.
6. Reclassify and relabel the music CD collection.
7. Complete followup to the serials cancellation project.
8. Continue work on the database cleanup project.

9. Keep up with the weeding of the LC collection.
10. Create the beginnings of a web presence.
11. Improve access in PILOT for NetLibrary titles.
12. Continue cataloging of PA government documents.
13. Sort and catalog (or reformat) the ¾ inch tapes.
14. Update, organize, and provide better access to the map collection.
15. Begin cataloging of videos in the Archives.
16. Develop a way for librarians to order materials electronically.

Web Team

1. Implement an improved menu/navigation system.
2. Conduct a usability study.
3. Design and implement a digital online reference center.
4. Implement a new federated search engine.
5. Provide technical assistance to library teams developing their own websites.
6. Discuss ways that Web 2.0 capabilities should be integrated into library services.

Not this year!

1. Investigate compact storage options for the bound journal collection.
2. Complete liberal arts assessments.
3. Investigate a process by which we might alter periodical budgeting based on expenditures across the disciplines.
4. Offer some brown bag conversations on interdisciplinary scholarly topics.
5. Investigate purchasing more access to datafiles.
6. Ensure we are ready to support the use of new assistive technology devices.
7. Investigate learning objects such as www.merlot.edu.
8. Investigate subscriptions to online image directories.
9. Make initial contact with potential sister libraries abroad and propose a few ways to get started.