

ACCESS SERVICES PRIORITIES
FOR RETREAT 2007
(Input from Circulation staff, 11/27/06)

1. **FUNDING AND BUDGETING**
 - a. **Personnel**
 - b. Promotional materials
 - c. **Travel**
 - d. Allocation

2. **ORGANIZATIONAL ISSUES**
 - a. **A long-term strategic planning (a five year approach)**
 - b. **Communication at all levels**
 - c. **Accountability & transparency**
 - d. **Decision making**
 - e. Restructure and reassignment of positions
 - f. Recruitment

3. **STAFF DEVELOPMENT**
 - a. Work time for developing new skills
 - b. Input into in-house training programs

4. **SPACE (EXISTING AND FUTURE)**
 - a. **More study rooms in Mullins**
 - b. **An area that can close off to allow us open Mullins library 24/5 or 24/7**
 - c. **Consolidating 3 circulation desks into two¹**
 - d. **Sorting Area behind Circulation Desk in Mullins**
 - e. **Electronic classrooms**
 - f. **Rearranging physical appearance on the second floor²**
 - g. Fine arts

5. **ASSESSMENT**
 - a. **Evaluation of patron needs**
 - b. Use of data in management decisions
 - c. Programs

6. **COLLECTIONS**
 - a. Timely subject fund allocations
 - b. **Damaged materials**
 - c. **Inventory of Collections**
 - d. **Weeding of the collections**
 - e. Gaps

7. **PROGRAM ISSUES**
 - a. Changing environment and flexibility

¹ Combine West Desk with Main, East Desk with Periodicals Desk. That would require us to review of the assignment of LAT I positions.

² Rearrangement should be based on careful study of traffic flow. Move literature collection to level 2 to accommodate people's need for browsing the collection with some comfortable furniture. Right now the second level looks like a computer lab.