

To: Library Administration
From: PSICC 1-2
Date: July 30, 2002
Re: Quarterly report of the Priority Strategic Initiative Coordinating Committee 1-2

Members: Lora Lennertz (Chair), Doris Cleek, Cheryl Conway, Usha Gupta, Lynaire Hartsell, Norma Johnson, Theresa Russell, Luti Salisbury, Ethel Simpson, Michele Tabler

The group continues its work in two subgroups. Each subgroup forwards minutes of subgroup meetings to the entire coordinating committee. Individual subgroup activities are listed below.

User Needs Subgroup

Members: Gupta, Hartsell, Johnson, Lennertz, Tabler

This subgroup meets weekly on Monday afternoons and has continued to focus on compiling a list of library products, services, and programs.

Revised charts for all programs and their constituent products, services and programs have been forwarded for inclusion in the StaffWeb. The programs we have identified are listed below. The underlined programs serve as overarching or primary programs and are represented by individual charts available through the StaffWeb.

Administrative	InfoLinks
Acquisitions	Institutional Reports
Amenities	Instruction
Approval Plans	InterLibrary Loan
Art Exhibits	Lecture Room
Automation	Library Home Page
Bibliographic Instruction	Multimedia
Binding	Network
Branch Libraries	OPAC
Cataloging	Persons with Disabilities
Circulation	Planning
Collection Access	Preservation
Collection Development	Proactive Preservation
Collection Management	Promotion of Collections
Collection Processing	Public Relations
Computer Lab	Reference Desk
Copy Room	Repackaging
Delivery Services	Reserves
Development	Selectors / Selection
Dissemination of Information	Serials
Distance Education	Shipping and Receiving
Electronic Collections	Software
Emergency Evacuation	Special Collections
Facilities Management	Stacks Maintenance
Friends	Staff Training Storage Facilities
Gifts and Exchanges	Student Training
Good Will	Studies / Carrels
Hardware	User Assistance
Human Resources	Web Resources
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After compiling diagrams of broad program categories the group continued by looking at all programs we had listed and determining whether a program is a strength, whether the program was currently undergoing review and revision, whether further development were needed in a program, whether the program was 'OK," and whether we were unable to evaluate the program. The process would continue through the following steps 1) review the programs which are needs of development and further determine the level of development needed, 2) review the programs with regards to user surveys, and 3) compare and contrast the list of programs with the tasks that are currently being done within the library. The Program Evaluation chart is available on StaffWeb.

Tasks Subgroup

Members: Cleek, Conway, Lennertz, Russell, Salisbury, Simpson

The task subgroup is charged with analyzing the activities that are performed throughout the library and determining which products and services are supported by these tasks. The task subgroup meets weekly on Wednesdays.

The group is working to standardize task names withing the task list in order to determine whether specific tasks are occurring in more than one department.

enc. Program charts -

- Administrative Program
- Automation Program
- Branch Libraries Program
- Collection Access Program
- Collection Development Program
- Collection Management Program
- Collection Processing Program
- Facilities Management Program
- Instruction Program
- Persons with Disabilities Program
- Public Relations Program
- Shipping and Receiving Program

Program Evaluation Chart