

YOUNG LAW LIBRARY STRATEGIC PLAN

2005-2006

(Adopted 5/12/05)

MISSION STATEMENT

The mission of the Young Law Library is to provide access to information resources and a full range of reference, instructional and bibliographic services in order to support the teaching, scholarship, research, and service objectives of the School of Law, and to meet the evolving legal information needs of its faculty, students, alumni and the general public.

VISION STATEMENT

Our vision for the Young Law Library is to assume the leading role in supporting the research, scholarship and instructional activities of the School of Law and its larger community by:

1. Creating access to domestic, foreign, and international legal information for the law school community;
2. Developing and publishing electronic and other legal information products for the benefit of faculty, students, and others;
3. Designing information and communication systems linking the law school to state, regional, national, and international sources;
4. Collaborating with law faculty on research and scholarship projects;
5. Providing instruction for law students and others in the process of legal research and information retrieval while utilizing a variety of methods and formats; and
6. Serving as the legal information resource center for the citizens of Arkansas.

YOUNG LAW LIBRARY VALUES

● Service

● Initiative

● Innovation

● Integrity

● Quality

● Dependability

GOALS, OBJECTIVES, AND STRATEGIES, 2005-2006

1. **GOAL: Develop the Library's Information Resources.**

A. **OBJECTIVE:** Select Information Resources in All Publication Formats.

Strategies:	Who:	When:
1. Increase library holdings to the instructional and research levels	Herb	Ongoing
2. Review book slips, ads and brochures	Collection Development Group	Weekly
3. Select information resources in electronic format whenever possible.	Collection Development Group	Ongoing
4. Utilize faculty collection allocation	Herb	Yearly
5. Review Collection Development Policy	Collection Development Group	Yearly

1. B. **OBJECTIVE:** Develop and Maintain Programs to Preserve the Library Collection.

Strategies:	Who:	When:
1. Immediately repair any defective books or materials	Collection Management	Ongoing
2. Regularly read the stacks	Circulation Staff	Monthly
3. Select rare books for special handling and processing	Collection Management	Ongoing
4. Create a preservation budget	Herb	Aug. 1, 2005
5. Organize preservation room	Collection Management	Ongoing
6. Review older Arkansas primary law	Librarians	Aug. 1, 2005

1. C. **OBJECTIVE:** Increase the Library Collection Budget.

Strategies:	Who:	When:
1. Request increased library collection budget from the School of Law Dean	Herb	Annually
2. Work with the Director of Development to raise law library funds	Herb	Ongoing
3. Quickly acknowledge library gifts	Herb	As needed
4. Establish a Law Library Friends Program	Herb/Staff	Jan. 2007

2. **GOAL: Improve Access to Information Resources**

A. **OBJECTIVE:** Promote Library Resources.

Strategies:	Who:	When:
1. Market library resources to all clients	All	Ongoing
2. Conduct legal research workshops	Librarians	Fall & Spring
3. Participate in 1L Orientation	Librarians	Fall 2006
4. Provide Library Tours	Librarians	Ongoing
5. Prepare library guides/pathfinders	Librarians	Ongoing
6. Write columns for county bar journals	Jim	Monthly
7. Publish library acquisition list	Collection Management	Monthly
8. Consider Virtual Reference Desk	Librarians	Spring 2006
9. Create library website for research	Librarians/Bob	ASAP
10. Create library email reference system	Librarians/Bob	Oct. 2005
11. Post recent book jackets in display case	Jacque/Rachel	June 2005

2. B. **OBJECTIVE:** Enhance Use of Library Collection.

Strategies:	Who:	When:
1. Finish bar coding all library materials	Collection Management	Dec. 2005
2. Put bibliographic and items records in OPAC	Collection Management	Ongoing
3. Maintain public access terminals	IT Staff	Ongoing
4. Maintain equipment for copying materials	IT Staff	Ongoing
5. Provide expedited acquisition and cataloging	Emmy/Fred	As needed
6. Maintain extended hours of operation	Circulation Managers	During Exams
7. Place old exams on Web	IT/Bob	As needed
8. Maintain pro se reference collection	Access Services/ Collection Dev. Group	Review Semi-Annually
9. Shift materials into compact shelving	Lorraine, et. al	Ongoing

3. **GOAL: Improve the Library's Physical Facilities**

A. **OBJECTIVE:** Construct New Law Library Addition.

Strategies:	Who:	When:
1. Create additional reading room space	Herb Oversee	New construction
2. Install compact shelving	Lorraine Oversee	New construction
3. Install snack bar/kiosk	Herb Oversee	New construction
4. Construct new instructional lab	Herb/IT Oversee	New construction

5. Construct in-library bathrooms	Herb Oversee	New construction
6. Implement circulation self-checkout	Access Services	New construction
7. Construct library display cases	Herb Oversee	New construction
8. Propose new library furniture	Library Building Group	New construction
9. Video Surveillance System	Herb/IT Oversee	New construction

3. B. **OBJECTIVE:** Remodel Existing Law Library Facility.

Strategies:

Who:

When:

1. Redesign and remodel reference and circulation areas	Access Services	After new construction
2. Construct additional library/IT offices	Herb Oversee	After new construction
3. Proposal for new library chairs	Building Group	After new construction
4. Add new group study rooms	Herb Oversee	After new construction
5. Rearrange library collection	Team	As needed
6. Create Library Emergency Plan	Jim	9/1/2005
7. Fix Security System	Access Services Oversee	As needed
8. Install new library doors	Herb Oversee	After new construction
9. Reclaim space for law library	Herb Oversee	After new construction
10. Repair Maple Street windows	Herb Oversee	June 2005

3. C. **OBJECTIVE:** Make Law Library More Hospitable.

Strategies:	Who:	When:
1. Maintain liberalized food and drink policy	Access Services	Ongoing
2. Continually dust library shelves	Access Services	June 2005/ monthly
3. Update library signage	Access Services	Ongoing
4. Implement quiet study area	Access Services	June 2005/ ongoing
5. Provide more plants and art work	Building Group Oversee	July 2005/ ongoing
6. Make sure that library garbage is picked up	Access Services Oversee	Daily

4. **GOAL: Support Faculty and Student Research and Scholarship.**

A. **OBJECTIVE:** Provide Reference and Research Assistance to Law Faculty.

Strategies:	Who:	When:
1. Proposal to reconsider faculty liaison program	Librarians	Aug. 2005
2. Establish law library interlibrary loan system	Herb/Monika	Sept. 2005
3. Place materials on course reserve	Circulation Managers/IT	As needed
4. Offer document delivery services--pick up and delivery from offices	Team	As needed
5. Partner on research projects with faculty	Librarians	Ongoing
6. Assist in utilizing law library materials	Team	Ongoing
7. Route journals and other materials	Collection Management	Daily

- | | | |
|--|------------|----------|
| 8. Maintain faculty research profiles | Librarians | Annually |
| 9. Provide current awareness tools/services to faculty | Team | Ongoing |

4. B. **OBJECTIVE:** Provide Reference and Research Assistance to Law Students.

Strategies:	Who:	When:
1. Maintain reference desk assistance	Access Services	Daily
2. Implement law student reference assistants program	Herb/Monika Lorraine	Spring/Fall
3. Make in-class legal research presentations	Librarians	Initiate & requests
4. Start utilizing student research appointments	Librarians	Fall 2005
5. Provide new media instruction	Librarians/ Instructional Services Librarian	Fall 2005
6. Teach legal research techniques to summer associates	Librarians	Spring 2006
7. Provide formal research instruction for faculty research assistants	Librarians	Fall 2005 & Ongoing

5. **GOAL: Encourage the Continued Development of Information Technology**

A. **OBJECTIVE:** Establish School of Law Information Technology Infrastructure.

Strategies:	Who:	When:
1. Install wireless technology throughout law school	Herb/IT Oversee	New construction
2. Install latest software on faculty and staff computers	IT Staff	Ongoing

3. Construct electronically smart classrooms	Law Building Committee Oversee	New construction
4. Construct state-of-the-art Courtroom	Law Building Committee Oversee	New construction
5. Purchase technology equipment as needed	Herb/IT Oversee	As needed
6. Provide adequate technology budget	Dean/Herb	Annually
7. Acquire and maintain law school printers	Herb/IT Staff	Ongoing
8. Acquire law school computers on a regular cycle	Herb/IT Staff	Annually
9. Plan for future technology purchases	Herb/IT Staff	Ongoing

5. B. **OBJECTIVE:** Provide Support for Information Technology Instructional and Service Initiatives

Strategies:	Who:	When:
1. Maintain Adequate Number of Information Technology Personnel	Dean/Herb/Chris	Ongoing
2. Provide adequate information technology budget	Dean/Herb	Annually
3. Hire an Instructional Services Librarian	Search Committee	On Hold
4. Provide information technology instruction in classrooms	Librarians/ Instructional Services Librarian	Fall 2005
5. Provide information technology instruction for individual faculty members	Mark/Librarians/ Instructional Services Librarian	Fall 2005
6. Provide information technology instruction for law students	Mark/Librarians/ Instructional Services Librarian	Fall 2005

- | | | |
|--|------------|-------------|
| 7. Provide information technology instruction for Arkansas practitioners | Librarians | Spring 2006 |
| 8. Assist with law faculty, staff and student computing problems | IT Staff | Ongoing |

5. C. **OBJECTIVE:** Oversee School of Law AV/Media Operation

Strategies:	Who:	When:
1. Provide AV/Media equipment for classroom instruction	Bob/IT	As needed
2. Set-up AV/Media equipment for law school programs and functions	Bob/IT	As needed
3. Instruct law school community in use of AV/Media equipment	Bob	As needed
4. Maintain School of Law Web page	Bob/IT	Daily
5. Recommend new equipment purchases	IT Staff/ Technology Group	Ongoing

6. **GOAL: Establish a Strong Presence and a Cooperative Relationship Within the School of Law and With the Larger Community.**

A. **OBJECTIVE:** Increase Public Visibility--Locally, Regionally and Nationally

Strategies:	Who:	When:
1. Develop cooperative arrangements with the Washington County Bar Library and the North West Arkansas Community College Paralegal and Criminal Studies Program	Team	Summer 2005
2. Sponsor legal information conferences	Team	Annually
3. Provide legal information for the public	Team	Ongoing

4. Attend Washington and Benton County Bar Meetings	Librarians	Occasionally
5. Set-up informational booth at Arkansas Bar Association Meeting	Librarians	June 2006
6. Participate in state, regional and national library organizations--on committees and as officers	Team	Ongoing
7. Publish articles and make conference presentations	Librarians	Annually
8. Serve on boards and committees	Team	Ongoing
9. Facilitate parking for law alumni/guests	Access Services	As needed

6. B. **OBJECTIVE:** Improve Communication with the School of Law Community

Strategies:	Who:	When:
1. Distribute Young In a Nutshell Newsletter	Newsletter Group	Quarterly
2. Meet with students on a regular basis	Herb/Team	Quarterly
3. Support Law Faculty Library Committee	Herb	Ongoing
4. Attend Law Faculty meetings	Librarians	Monthly
5. Support and attend school of law functions	Team	Ongoing
6. Utilize School of Law listserv to keep all law school community in the library loop	Team	Ongoing
7. Librarian participate on Curriculum Committee	Librarian	Fall 2005
8. Technology Awareness Initiatives	Mark/IT/ Technology Group	Ongoing

6. C. **OBJECTIVE:** Initiate and Support Cooperative Initiatives with University, Arkansas and Regional Libraries

Strategies:	Who:	When:
1. Provide legal research instruction for non-law librarians	Librarians	Annually
2. Promote and participate in ArkLINK	Access Services	Ongoing
3. Attend university library committee meetings as appropriate	Team	Ongoing
4. Host professional development activities for local libraries	Team	Annually
5. Participate in MAALL Consortium	Herb/Team	Ongoing

7. **GOAL: Foster A Team-Based Workplace Environment.**

A. **OBJECTIVE:** Create a Team Based Organization

Strategies:	Who:	When:
1. Flatten the hierarchical organization structure	Herb	Ongoing
2. Create library committees or groups to oversee many library responsibilities	Herb	Ongoing
3. Hold monthly team meetings	Herb	Ongoing
4. Provide opportunities for team socializing	Social Group	Ongoing
5. Implement semi-annual and annual evaluations for all team members	Supervisors	Ongoing
6. Work to enhance job assignments by upgrading positions	Herb	Ongoing
7. Uphold and support library mission, vision and values	Team	Ongoing

8. Provide all team members with the resources needed to get their jobs done	Herb	Ongoing
--	------	---------

7. B. **OBJECTIVE:** Provide Instruction and Professional Development Opportunities For Everyone

Strategies:	Who:	When:
1. Provide ongoing job-related instruction for all team members	Supervisors & Teaching Group	Ongoing
2. Orient and instruct new team members regarding library services, facilities, equipment and policies	Team	As needed
3. Encourage staff input regarding library policy and decision-making	Supervisors	Ongoing
4. Support professional development activities for all library team members--librarians and staff	Herb/Supervisors	Ongoing
5. Provide travel money for attendance at state, regional and national conferences for all team members	Herb	As budget allows
6. Pay for professional association dues for all team members	Herb	Ongoing