

## Library Goals 2005

### Budget

1. Operations (*Assigned to: Juana Young, Chyrel Banks, and Kathy Riggle*)
  - Review wage allocations made for FY 04 and make adjustments for FY 05 (*Assigned to: Admin Group*)
  - Continue creating/revising reports to enable better projections of revenue/expenditures (*Assigned to: Juana Young & Chyrel Banks*)
2. Collections
  - Work with subject librarians to analyze interlibrary loan and circulation data in relation to collection purchase decisions (*Assigned to: Collection Management Group*)
  - Review budget formula for updates in enrollment and changes to academic programs (*Assigned to: Judy Ganson & Deb Miller*)
3. Analyze expenditures for public services access to and use of collections—especially in the areas of microforms, printing, copying, downloading, e-mailing, and public computers (*Assigned to: Accounting & Alberta Bailey*)

### Organizational Support and Infrastructure

- Work with librarians and other academic departments to coordinate and enhance library grant opportunities (*Assigned to: Janet Parsch, Ben Carter, Molly Boyd, Herb Cihak, and Patricia Kirkwood*)
- Work with campus departments on an HourTrack-to-BASIS interface for inputting time entries (*Assigned to: Janet Parsch & Kathy Riggle*)
- Review evaluation process for non-classified, non-faculty employees (*Assigned to: Janet Parsch, Anne Marie Candido, and Anne Prichard*)
- Review library job descriptions in the classified and non-classified ranks and identify any “new” staff categories to determine if changes are needed to reflect current library work (*Assigned to: Admin Group*)
- Conduct a review using ARL established guidelines. ARL Review Data (*Assigned to: Dean and Associate Dean*): a. Institutional commitment over time (Collections budget & operating budget from 1999-2005); b. Continuing investment—endowments and other funding sources besides state
- Review pay scale and descriptions for student positions (*Assigned to: Admin Group*)
- Work with the Library Human Resources Advisory Council to achieve the following: (*Assigned to: Janet Parsch, Library Human Resources Group*)
  - Continue to review and revise policies and procedures that affect employees
  - Recommend employee development programming

- Work to enhance the student training program
- Continue enhancement of training programs, including ergonomics, general health, workplace communications

### **Diversity Plan**

- Continue process of defining and establishing a minority librarian residency program; identify funding sources (*Assigned to: Cheryl Conway, Judy Ganson, Andrea Cantrell, and Sharon Hu*)
- Continue to encourage library employees to attend and participate in University-sponsored diversity awareness programs (*Assigned to: Dean Allen, Janet Parsch, & All*)
- Continue exhibits and lectures to enhance cultural awareness and to promote the library's collections, and diversity in intellectual pursuits (*Ongoing*) (*Assigned to: Dean Allen, with input from Collection Management, Norma Johnson, Anne Marie Candido, Alberta Bailey, Martha Guirl, Steve Chism, Anne Prichard*)
- Select more popular ethnic literature for the library collection (*Assigned to: Collection Management teams, Judy Ganson*)
- Establish a multi-cultural/diversity video library (*Assigned to: Janet Parsch, Lora Lennertz Jetton, and Anita Mysore*)

### **Collection Development and Management**

- Involve academic faculty at a higher level in prioritizing journals and journal formats to help streamline paper vs. print issue (*Assigned to: Judy Ganson, Dean Allen*)
- Work with departmental representatives to review all continuations and rank for importance to programs (*Assigned to: Subject selectors*)
- Determine the feasibility of UA participation in the Western Waters Project (*Assigned to: Andrea Cantrell, Jan Dixon, & Law Person to be appointed*)
- Implement AgNic grant project (Develop Web page re. rice production) (*Assigned to: Luti Salisbury, grad assistant, & faculty member TBA*)
- Continue work on *Arkansas Publications Index* (*Assigned to: Elizabeth McKee & Tom Dillard*)

### **Public Services**

- Refine “chat” reference service using QuestionPoint (*Assigned to: Phil Jones & Reference Department*)
- Integrate self-checkout services into the array of circulation services offered (*Assigned to: Tim Zou and Access Services*)

- Implement reference service standards and assessment plans(*Assigned to: Alberta Bailey, Phil Jones, Norma Johnson, Usha Gupta, Andrea Cantrell, Sarah Santos, Lora Lennertz*)
- Identify instruction methods that allow for the integration of information literacy concepts in all sessions and develop appropriate assessment tools (*Assigned to: Instruction Task Force*)

### **Administrative Services and Facilities**

- Revise the emergency procedures plan for evacuation of people, conduct a drill, and implement plan (*Assigned to: Juana Young, Alberta Bailey*)
- Continue to plan for, manage, and complete move to new storage facility (*Assigned to: Juana Young, Sheri Gallaher, Tim Zou, Gwyneth Jelenek, & Tom Dillard*)
- Continue to work with architects and the Chemistry Department to ensure that the new facility is functional and meets library and department needs (*Pending*)
- Complete supplies inventory; implement new supplies tracking software (*Assigned to: Sheri Gallaher & Ki Peppers*)
- Utilize and evaluate new statistics forms created in FY 2004 for data collection in FY 2005 (*Assigned to: All*)
- Develop building program for west addition to Mullins Library (*Assigned to: Appointed Task Force*)
- Continue upgrading Special Collections Reading Room (*Assigned to: Tom Dillard, Judy Ganson, & Juana Young*)

### **Honors College and Graduate Student Support**

- Continue graduate student assistantships and evaluate their effectiveness (*Assigned to: Elizabeth McKee, Janet Parsch, & Luti Salisbury*)
- In coordination with the Honors College identify library programs and/or special projects that match academic interests of Honors students with unique collections held by the Libraries (*Assigned to: Phil Jones, Beth Juhl, & Tom Dillard*)
- Continue to promote the uses of specialized electronic resources appropriate for graduate-level disciplines through enhanced instruction (*Assigned to: Instruction Task Force*)
- Continue collaborations with the Honors College, the Enhanced Learning Center, and graduate faculty to ensure that library programming related to research instruction, effective use of library materials, and literacy skills are integrated into their programs (*Ongoing*) (*Assigned to: Instruction Task Force*)

### **Preservation Program (*On Hold*)**

- Continue with the environmental monitoring program funded by grant
- Begin microfilm and microfiche preservation program
- Identify materials that should be microfilmed—re-establish microfilming
- Establish criteria for deselection, replacement, and repair of the collection
- Establish process, location, and schedule for systematically repairing damaged materials

### **Law Library**

See **Young Law Library Strategic Plan.**

### **Development and Public Relations**

- Increase the visibility and awareness of library services through outreach initiatives and marketing (*Ongoing*) (*Assigned to: Molly Boyd & Ben Carter*)
- Produce a monthly news update (one sheet of current information about library activities) for updating faculty, graduate students, and the Library Campaign Steering Committee on library services and collections (*Assigned to: Molly Boyd, Ben Carter, & designated people from the divisions*)
- Increase endowments for library support (*Assigned to: Ben Carter*)