

## University Libraries Strategic Directions FY 2004

### Budget

1. Operations (*Assigned to: Juana Young, Chyrel Banks, and Kathy Riggle. Deadline: Plan by December 15, 2003; implementation by January 1, 2004*)
  - Allocate to the Director a wages budgets to support hourly employment within the Divisions
  - Provide training to department heads and others to ensure understanding and compliance
  - Develop a system for monitoring the wages expenditures to ensure there are no budget overruns
  
2. Collections
  - Develop, implement, and monitor a new budget process for allocation of funds (*Done*)
  - Develop, implement, and monitor a new structure to take advantage of concurrent budget years in the III system (*Assigned to: Judy Ganson and Chyrel Banks*)

### Organizational Support and Infrastructure

- Implement Dean's Council (*Done*)
- Redefine Cabinet (*Done*)
- Implement Human Resources Advisory Council (*Done*)
- Conduct a review of the current support staff classification system (*Assigned to: a subcommittee of the LHR Advisory Council. Deadlines: begin February 2004; implemented by May 2004*), identify "new" staff categories and propose an effective structure to the state for U of A positions (*Assigned to: Janet Parsch and AD's*).
- Conduct a mock ARL membership review using the ARL established guidelines (*Will involve institutional research*)
- Conduct a comparison study with our cited peer group with guidelines established by the U of A Libraries (*Will involve institutional research*)

### Collection Development and Management

- Create schedule of training sessions to implement fully new features of the III Millennium software (*Deadline: End of November 2003 for all staff*)
- Evaluate technical processing procedures and operations to take full advantage of the III system and interfaces available from various vendors to reduce some time-consuming processes (*Assigned to: Judy Ganson, Juana Young, Chyrel Banks*)
- Improve information flow from the Division to the Library and to the campus community through better reports, more information on the Web page, and more

forums or meetings to discuss and describe activities and plans (*Assigned to: Judy Ganson*)

- Involve academic faculty at a much higher level in prioritizing journals and journal formats to help streamline paper vs. print issue. (*Assigned to: Judy Ganson, Carolyn Allen*)
- Develop and implement an electronic reserves system (*Assigned to: Alberta Bailey, Sharon Hu, Deb Miller, April White. Deadline: Implement by fall 2004*)

### **Public Services Enhancements**

- Improve the consistency and quality in desk services provided to library patrons by establishing standards of service for all service points in Mullins and Branch Libraries (*Assigned to: Reference Services—Phil Jones, Elizabeth McKee, Norma Johnson, Usha Gupta, Andrea Cantrell, Sarah Santos. Public Services group for other issues*)(*Deadline: June 2003; implemented by fall 2004*)
- Develop a plan to create an Access Services Department that integrates all functions related to access to collections and materials (*Assigned to: Alberta Bailey. Deadline: January 2004*)
- Develop an instruction program that incorporates all types of library materials to ensure that students and faculty are aware of library holdings in all formats (*Assigned to: Alberta Bailey, Judy Ganson. Deadline: June 30*)
- Develop an evaluation tool to assess library instruction at all levels
- Continue exhibits and lectures to enhance cultural awareness and to promote the library's collections, and diversity in intellectual pursuits (*Assigned to: Carolyn Allen, with input from Collection Management, Norma Johnson, Anne Marie Candido, Alberta Bailey, Molly Boyd, Ethel Simpson, and Steve Chism. Ongoing*)

### **Facilities Services Enhancements**

- Work with the Chemistry Department to ensure that the library move is successful (*Assigned to: Juana Young and Committee. Deadline: May 2004*)
- Work with the architects and the Chemistry Department to ensure that the new facility is functional and meets library and department needs
- Continue to work with architects to plan the storage facility (*on hold by Physical Plant*)
- Develop and implement an emergency procedures plan for evacuation of people and post it on the StaffWeb (*Assigned to: Lora Lennertz, Collection Management, Sheri Gallaher. Deadline: December 2003*)

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

- Go “live” with the interlibrary loan ILLiad software Web interface at the beginning of the fall 2003 semester (*Done*)
- In coordination with the Honors College, plan internships program and/or projects that benefit the students and Libraries (*Assigned to: Phil Jones, Elizabeth McKee, Beth Juhl, Deb Miller. Deadline: June 2004*)

- Continue Graduate student internships and evaluate their effectiveness  
(*Evaluation deadline: June 2004*)
- 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 (*Assigned to: Alberta Bailey, Sharon Hu, Phil Jones, Necia Parker-Gibson*)
- Evaluate the programs offered in the Honors College and the Enhanced Learning Center (*Assigned to: Public Services Group*)

**Preservation Program Enhancements** (*Assigned to: Lora Lennertz and Collection Management*)

- Continue hands-on staff training and education of library personnel regarding preservation issues (*Ongoing*)
- Complete disaster recovery planning (*Deadline: June 2004*)
- Begin an environmental monitoring program (*Deadline: Begun September 2003*)
- Begin a microfilm and microfiche preservation program (*Deadline: January 2004*)
- Identify materials that should be microfilmed—re-establish microfilming (*Ongoing*)
- Establish criteria for deselection, replacement, and repair of the collection (*Deadline: June 2004*)
- Establish process, location, and schedule for systematically repairing damaged materials (*Deadline: June 2004*)

**Development Activities** (*Assigned to: Dean Allen and Clay Edwards of the University Development Office until a director of development is hired*)

- Increase the visibility and awareness of library services through outreach initiatives and marketing
- Develop relationships with foundations that could potentially provide grant opportunities in specified areas
- With the assistance of the Library Campaign Steering Committee, investigate the feasibility of creating a Dean's Circle
- Produce a monthly news update (one sheet of current information about library activities) for communicating with Steering Committee
- Identify long- and short-term goals to increase endowments for library support