

LEE AND JIM VANN LIBRARY MISSION STATEMENT

The Lee and Jim Vann Library supports the mission of the University of Saint Francis by nurturing lifelong learners who can recognize the need to locate, evaluate, and effectively use information.

LEE AND JIM VANN LIBRARY VISION STATEMENT

The Lee and Jim Vann Library supports the mission of the University of Saint Francis with a strong commitment to the personal and professional development of students, faculty and staff. The library accomplishes this by embracing an attitude of service, by evaluating and providing a variety of authoritative information resources, by providing for the effective and appropriate use of technology, by providing library instruction to strengthen information literacy skills and by participating in cooperative activities with other libraries to ensure the effective stewardship of quality library services.

In 2016, the Lee and Jim Vann Library occupies three floors of the Pope John Paul II Center and continues to provide easily accessible resources for the University of Saint Francis community. We provide information to students, faculty and staff in a variety of formats including but not limited to print, multimedia, e-books, and e-journals. Our website is a virtual extension of the library's physical presence on our multiple campuses and provides access to a core set of resources for users no matter their location. The library's staff is committed to connecting our users with these resources through formal hands-on instruction sessions, one-on-one consultations, online tutorials, both virtual and traditional reference services, and informal daily interactions. The library teaches students to recognize the need for information and to find, evaluate, and use information based on information literacy standards embedded in the general education curriculum and introduced as a part of their iConnect experience.

With the addition of a third Reference and Instructional Librarian, we offer expanded reference services and are better able to handle the increased demand for library instruction. The library faculty members are active and highly visible around the campus through their involvement as iConnect teaching assistants, departmental library liaisons, campus committee members, and through interdepartmental collaboration. This continued collaboration and close work with faculty has helped to fully integrate information literacy across all schools, departments and curriculums.

The User Services division has brought the Vann Library's level of quality service is to an all-time high. The User Services division is made up of one full-time supervisor, three 30-hour support staff members, and ten work study students, which allows consistent coverage on each level of the library. The library also employs an additional five work study students who specialize in supporting the following areas: materials processing, Interlibrary Loan, Serials, and Systems

support. Through constant focus and training the staff and work study assistants are able to provide the level of professionalism and quality customer service that is required to best serve all constituents at the University.

LEE AND JIM VANN LIBRARY SITUATION ANALYSIS

After spending six full years in the Pope John Paul II Center, the library continues to see increased foot traffic and consistent days and times throughout a standard week when all library computers are in-use. There is also consistent demand for the library's student group study rooms. The library maintains regular night and weekend hours with extended hours offered during both midterm and finals weeks.

During the summer of 2011, the library went through multiple physical and organizational changes. The UTS Help Desk was relocated to share space with the library's Users Services division at service desk located on the second floor of the library. This move brought with it the UTS call center and personnel. We now offer a single point of service for both library and Help Desk services. The new arrangement also created opportunity for cross-training and closer ties between the two service divisions. The goal of this new arrangement is to provide one-stop assistance and better customer service for all users .

The library's reference and instructions services were relocated to the former Help Desk area, adjacent to the Academic Web Specialist and Instructional Technologist to share a common service area. This new space has been deemed the Collaboratory and is intended to be used for information services support and as a creative collaboration space. University constituents have access to professional librarians through the "Ask A Librarian" service, housed in the Collaboratory, Monday through Thursday from 7:30 A.M. to 8 P.M. and all day Friday as well as by appointment.

Organizationally the library has created three separate divisions, Reference and Information Services, Technical Services, and User Services. This structure helps with communication among a growing staff by creating smaller, more focused meetings. The new organizational structure made it necessary for the Users Services division to become more self-sufficient, relying less on other divisions to provide coverage of the two service desks. Users Services now staffs both service desks at all times using only User Services staff. With the continuous coverage of both desks, User Services is able to provide greater and more consistent customer service to users.

The library continues to see increased demands for library services as program and course offerings grow at the university. Several areas of need have been identified by the library staff and the University community in relationship to the library. These needs include:

- With the move into the new Lee and Jim Vann Library came a paradigm shift wherein the library now serves as an information commons. The library space now serves as a multi-purpose facility whose uses include: research, study space, computer lab, group learning space, individual study space, social gathering areas, classroom/teaching space, materials storage, equipment storage and circulation, art gallery, as well as a community outreach location. As more and more students and faculty use the library, we find that these purposes begin to compete with each other, most often to the detriment of the individuals looking for quiet work or study space. We have found that while the group study rooms do provide some group study space there are not enough rooms to meet demand throughout the semester. The group study rooms also do not provide space for group computer work, three cubicles equipped with Apple computers have been provided in the Collaboratory, but additional group work space is needed. The fact that course related software is available exclusively in the library only adds to the number of competing needs for library users.

The lack of physical space available for individual study, due to the number and placement of computers, is currently one of the top complaints lodged by students. The library provides one quiet independent study room that is equipped with four desks for individual study. At this point in time it is used regularly by individuals. Even with these efforts, there is still an overwhelming need for designated areas for each type of study.

- In receiving and processing materials, especially donations, the library is continually running up against space constraints in the area of storage. As the volume of items handled in the library increases in direct proportion to the size and number of the programs and student body, so does our need for space to receive, store and process materials prior to their becoming part of the library's collection.
- The library is exceeding maximum capacity as far as staff office space is concerned. We have several office spaces that house multiple individuals; this includes two employees who share one desk/office space, our Systems Librarian sharing office space with our multimedia workstation, and one staff member with no desk at all. These tight quarters mean multiple tasks and functions are occurring at the same time in the same office space. Continued growth for the university, coupled with increasing demands for library services will translate into the need for additional library staff and office space. Currently no such space has been designated for growth.
- As the library works to provide the most up-to-date information in the most useful formats, the amount of management and maintenance of online systems continues to

grow, especially in support of our distance students. Some of the systems and/or resources maintained by the current Systems Librarian include: ILS system, OneSearch discovery system, technical services applications, interlibrary loan systems, OpenURL Link Resolver, Journal A to Z listings, electronic journal subscription access, ebook access, streaming video support, off-site proxy access, all online databases, the library website, online digital collections in ContentDM, as well as any other online services the library provides. The Systems Librarian also currently oversees the production of all of the library's online video tutorials, which are key to the library's ability to provide timely assistance to users no matter their location. These videos not only have to be planned and then produced, they also need to be monitored for consistency and quality. These videos require a great deal of time from the Systems Librarian. Support has come in the way of a graduate assistant but it is expected that all of these responsibilities will only continue to grow as electronic formats and resources continue to be added to the collection. While the library continues to look at opportunities to reallocate some of these responsibilities and task to other library team members, there is a need for additional permanent staffing to support these growing digital initiatives.

- The Technical Services Division of the Vann Library now incorporates the following functional areas: Cataloging, Acquisitions, Serials and Interlibrary Loans. Changes in technology and materials formats continue to be a challenge for Technical Services especially with regards to items purchased, allocating funds and associated workflows. Setting appropriate allocations for various formats and subject disciplines within the library budget has become a more in-depth process. The library now has to evaluate print and online resources systematically for both quality of content and sustainable access, and to be open-minded toward new formats, new pricing models, and new avenues for scholarly communications. Technical Services is also challenged with the responsibility of ensuring that all library materials are discoverable to our patrons. There is an increased need for skilled catalogers and digital collections managers who can enhance item records with relevant subject tagging and metadata. With the addition of an MLS trained cataloger to the Library staff, we are ensuring greater accessibility of the library's resources.
- The ongoing request coming from students in regards to the library is the need for later library hours, or after-hours space for study and computer use. After investigation through student surveys, staff observations and meetings with the Student Government Association it has been established that the need is not necessarily for library space or resources but rather for computers, printers and comfortable seating. Due to budget constraints, it has not been feasible for the library to provide extended hours. The

library has investigated and proposed alternative options for study/computer space on the east side of campus, such as the after-hours use of the café or PJPII lobby, but no resolution has been achieved.

- With the introduction of the library's new OneSearch interface for information discovery comes a paradigm shift in the focus of the introductory sessions of library instruction. These sessions were most often focused on the ins and outs of how to access and use many of the library's databases in the past. OneSearch now provides one intuitive interface to most of the library's databases and other online resources which provides more time to focus instruction on information literacy skills. This shift also provides more opportunity to better integrate library instruction with iConnect classes in that we are now able to assist students in sharpening their higher level critical thinking skills which are required as students transition from high school into college. This shift will increase the amount of time library instruction staff spends with each iConnect course on top of the instruction requests for more advance searching and research sessions. This additional contact time will directly impact the availability of reference and instruction staff to handle individual and walk-in reference services, ultimately leading to the need for additional reference and/or instruction support.
- In the Fall of 2010, a restored Brookside Mansion was opened and the University's archive collection split between a University collection and Brookside collection. The library has been responsible for digitizing the Brookside collection and publishing it online. The University collection is being organized by a part-time staff member external to the library. The library has identified the need to digitize as much of this collection as possible to make it more readily available to the University community. Policies also need to be developed to establish guideline as to what will be included in this collection. The limited availability of the part-time archives manager has restricted the development of this process. The library would like to see the creation of a part-time position dedicated to the organization, digitization of this collection, at least until the collection is published. We feel this collection could be an asset to University development and alumni relations.

Lee and Jim Vann Library Action Plan

Objective #1:

The library will provide authoritative resources in support of the research needs of all University of Saint Francis library users in an effort to support retention of students, faculty and staff.

ACTION STEP 1: The library will develop a plan for the selection and evaluation of electronic resources including: databases, online journals, eBooks and streaming video which will result in an electronic resources selection policy.

Cost Estimate: Reallocation of staff duties
Funding Source: Current Staffing Budget
Assigned to: Serials Specialist, Associate Director, Systems Librarian and input from library faculty and USF faculty
Due Date: 2012 12 31

ACTION STEP 2: Library resource guides will continue to be developed by Liaisons with the guidance and input of academic schools and departments.

Cost Estimate: Reallocation of staff duties
Funding Source: Current Staffing Budget
Assigned to: Systems Librarian, Library Liaisons
Due Date: Ongoing

ACTION STEP 3: The library will continue to digitize and make available the collection of Bahamian Field Studies Research papers via ContentDM which will then be available to the international science community.

Cost Estimate: Dependent upon content supplied by Dr. Larry Wiedman, currently handled by Graduate Assistant as needed
Funding Source: Institutional Cost/Budget, Current PALNI budget,
Assigned to: Graduate Assistant, Serials Specialist, Systems Librarian, with assistance from Library Director and Work Study Students as needed
Due Date: Ongoing

ACTION STEP 4: The library will continue to digitize and make available the collection of Brookside Archive Images via ContentDM in coordination with the Brookside History Project.

Cost Estimate: Dependent upon content supplied by the Development Department, currently handled by Graduate Assistant as needed
Funding Source: Institutional Cost/Budget, Current PALNI budget
Assigned to: Graduate Assistant, Serials Specialist, Systems Librarian, with assistance from

Library Director and Work Study Students as needed
Due Date: Ongoing

ACTION STEP 5: The library will digitize and make available the collection of University Archives via ContentDM.

Cost Estimate: Dependent upon content supplied by the Archives Manager, Up to 20 hours a week initially, for Graduate Assistant or other library staff member
Funding Source: Institutional Cost/Budget, Current PALNI budget
Assigned to: Graduate Assistant, Manager of University Archives, Serials Specialist, Systems Librarian, with assistance from Library Director and Work Study Students as needed
Due Date: Ongoing

ACTION STEP 6: The library will create a new full-time professional position that would incorporate serials, digital collections, archives and electronic resources management.

Cost Estimate: \$25,000 or reallocation of staff duties and approximately \$7000
Funding Source: Additional Staffing Budget
Assigned to: Library Director
Due Date: 2014 08 25

ACTION STEP 7: The library will develop a collection of service learning resources in support of the new Service Engagement Center.

Cost Estimate: \$1000.00
Funding Source: Current Book Budget will need to be realigned to incrementally increase each year to provide the above figure as an annual budget line by Fall 2016 (\$200 per year)
Assigned to: Public Services/Reference Librarians, Associate Director, Systems Librarian
Due Date: 2016 08 30

ACTION STEP 8: The library will develop a plan for continuous collection evaluation and appropriate policies and procedure to accompany the plan.

Cost Estimate: Reallocation of staff duties
Funding Source: Current Staffing Budget
Assigned to: Associate Director, Library Liaisons with support from the Director of Library Services
Due Date: 2012 06 31

ACTION STEP 9: The library will investigate the effectiveness of implementing a purchase on demand option for eBooks.

Cost Estimate: Reallocation of staff duties
Funding Source: Current Staffing Budget
Assigned to: Associate Director, ILL Specialist, Director of Library Services with support from the Library Liaisons
Due Date: 2012 08 31

ACTION STEP 10: Pending results from the evaluation of purchase on demand options for eBooks, the library will appropriately adjust its policies and procedures to reflect the most effective practices.

Cost Estimate: Reallocation of staff duties
Funding Source: Current Staffing and Book Budget
Assigned to: ILL Specialist, Associate Director, Director of Library Services with support from the Library Liaisons
Due Date: 2012 08 31

ACTION STEP 11: The library will maintain core holdings for books across all major disciplines paying special attention to disciplines which offer graduate programs.

Cost Estimate: A minimum of 25% of the Library Materials Budget, reallocation of staff duties
Funding Source: Current Staffing and Book Budget
Assigned to: Library Liaisons with support from the Director of Library Services
Due Date: Ongoing

ACTION STEP 12: The library will work to utilize all available data from the discovery system and various databases to better inform the materials selection/acquisitions process.

Cost Estimate: Reallocation of staff duties
Funding Source: Current Staffing and Book Budget
Assigned to: Associate Director, Systems Librarian with support from the Director of Library Services
Due Date: Ongoing

ACTION STEP 13: The library will develop criteria for maintaining the quality of the resources that make up the reference collection.

Cost Estimate: Reallocation of staff duties
Funding Source: Current Staffing Budget
Assigned to: Reference and Instruction Faculty
Due Date: 2012 04 30

ACTION STEP 14: The library will use the collection criteria developed to weed the reference collection.

Cost Estimate: Reallocation of staff duties
Funding Source: Current Staffing Budget
Assigned to: Reference and Instruction Faculty
Due Date: 2012 08 10

Objective #2:

The library will provide effective and user-friendly information discovery tools and processing practices resulting in better quality of service and user satisfaction.

ACTION STEP 1: The library will work with PALNI to identify needs for a new next generation Back Office System.

Cost Estimate: Reallocation of staff duties

Funding Source: Current Staffing Budget, Current Equipment Budget

Assigned to: Circulation Coordinators, Tech Services Coordinator, Systems Librarian, Director of Library Services, other library staff as needed

Due Date: 2013 08 30

ACTION STEP 2: The library will continue to implement ILLiad system for Interlibrary Loans, working to provide the most effective and efficient service possible via the new system.

Cost Estimate: TBD

Funding Source: Current Staffing and Book Budget

Assigned to: ILL Specialist, Systems Librarian

Due Date: Ongoing

Objective #3:

The library will prepare students, faculty and staff as life-long learners by teaching skills that will allow them to recognize, locate, evaluate and effectively use information and information technologies.

ACTION STEP 1: The Library will support all USF Learners through the continued training of Library Staff in the development of online tutorials with USF specific instruction for information discovery and usage.

Cost Estimate: 1/2 of a Graduate Assistant Position
Funding Source: Current Equipment Budget, Current Staffing Budget
Assigned to: Graduate Assistant, Public Services/Reference Librarians, Systems Librarian with assistance from other library staff as needed
Due Date: Ongoing

ACTION STEP 2: The library will investigate and plan for an inventory of the entire library collection.

Cost Estimate: Reallocation of staff duties
Funding Source: Current Equipment Budget, Current Staffing Budget
Assigned to: Associate Director with the assistance of library staff and work study students
Due Date: 2012 12 31

ACTION STEP 3: The library will inventory the entire collection including all sub-collections and formats.

Cost Estimate: Reallocation of staff duties
Funding Source: Current Supplies Budget, Current Staffing Budget
Assigned to: Associate Director with the assistance of library staff and work study students
Due Date: 2013 08 31

ACTION STEP 4: After the inventory and collection analysis are completed, the library will analyze the available space and projected needs to come up with recommendations for long-term space needs which will continuously provide at least 2 years of growth for shelf space for all materials.

Cost Estimate: Reallocation of staff duties
Funding Source: Current Staffing Budget
Assigned to: Library Faculty, led by Library Director
Due Date: 2013 08 31

ACTION STEP 5: Library will explore the idea of adding library orientation as a formal part of new faculty/ employee orientation and training.

Cost Estimate: Reallocation of staff duties
Funding Source: Current Staffing Budget
Assigned to: Instructional Librarians, Systems Librarian, Director of Library Services
Due Date: 2013 01 31

ACTION STEP 6: The Library will create modules to assist with the ongoing training for faculty for the use of library resources in conjunction with their teaching and personal research.

Cost Estimate: Reallocation of staff duties
Funding Source: Current Equipment and Staffing Budgets
Assigned to: Graduate Assistant, Instructional Librarians, Systems Librarian
Due Date: Ongoing

ACTION STEP 7: The Library will work with the Director of First Year Experience to incorporate information literacy evaluations in ICON and capstone classes to provide evaluative information for student learning.

Cost Estimate: Reallocation of staff duties
Funding Source: Current Staffing Budget
Assigned to: Public Services/Reference Librarian, Director of Library Services
Due Date: Ongoing

ACTION STEP 8: Library Instruction staff will shift the instruction paradigm to focus on the delivery of information literacy skills, coinciding with the use of the new OneSearch System.

Cost Estimate: Reallocation of staff duties
Funding Source: Current Staffing Budget
Assigned to: Public Services/Reference Librarian, Director of Library Services
Due Date: Ongoing

ACTION STEP 9: The Library will continue to monitor user needs as they relate to the environment and physical space provided in the library in support of study, research and collaborative learning through regular surveys and direct observation and interaction with users to ensure user satisfaction.

Cost Estimate: Reallocation of staff duties
Funding Source: Current Staffing Budget
Assigned to: Director of Library Services, Library Staff as needed
Due Date: Ongoing

ACTION STEP 10: The Library will hire an additional instructional librarian to help handle increased demand for both instruction and reference services.

Cost Estimate: \$29,000
Funding Source: increased departmental salary budget

Assigned to: Reference Librarians, Director of Library Services
Due Date: 2014 07 01

ACTION STEP 11: The Library will work in cooperation with the Distributed Learning Committee to continually develop and evaluate ways to provide effective library services and resources to distributed faculty and students.

Cost Estimate: Reallocation of staff duties
Funding Source: Current Staffing/Departmental Budget
Assigned to: Reference Librarians, Associate Director of Technical Services, Director of Library Services
Due Date: Ongoing

Objective #4:

The library will strive to be effective and efficient stewards of all its resources, working to maximize its effectiveness through participation in resource sharing and cooperative activities that will result in the availability of more resources for library users.

ACTION STEP 1: The library will ensure that ILL services are readily available to all USF constituents by creating and posting ILL policies and procedures.

Cost Estimate: Reallocation of staff duties
Funding Source: Current Staffing Budget
Assigned to: ILL Specialist, Librarian Assistant, Systems Librarian with assistance from professional staff as needed
Due Date: Ongoing

ACTION STEP 2: The library will improve ILL service capabilities by expanding its InfoExpress subscription to cover 5 days a week delivery to both campuses.

Cost Estimate: \$3000.00 (\$ annually)
Funding Source: Crown Point Budget/FTW ILL Budget Fund Line
Assigned to: ILL Specialist, Director of Library Services
Due Date: 2013 08 31

ACTION STEP 3: The library will continue to encourage and develop relationships with other institutions in the form of reciprocal agreements, partnerships and other cooperative efforts to help grow the amount of materials available to the University's constituents.

Cost Estimate: TBD
Funding Source: Current PALNI Budget, OCLC and Travel Budgets
Assigned to: Library Director with support of Library staff
Due Date: Ongoing

ACTION STEP 6: The library will continue to investigate ways to recycle weeded, damaged, or unwanted donated materials through existing USF agreements, partnerships with product specific vendors.

Cost Estimate: Reallocation of staff duties
Funding Source: Current Staffing Budget
Assigned to: Associate Director, support staff, Director of Library Services
Due Date: Ongoing

ACTION STEP 7: The library will continue to make green practices a part of its technical services processes by developing policies which reflect this conservation and recycling as a priority.

Cost Estimate: Reallocation of staff duties
Funding Source: Current Staffing Budget
Assigned to: Associate Director, support staff, Director of Library Services
Due Date: Ongoing

Objective #5:

The library will strive to provide quality customer service in all aspects of its operations resulting in better quality service and user satisfaction.

ACTION STEP 1: The library staff will regularly and actively seek out professional development and networking opportunities which expand the collective knowledge outside the boundaries of the USF campus community by attending conference and training events as allowed by budget constraints.

Cost Estimate: \$7000.00

Funding Source: Current Travel Budget will need to be increased incrementally each year to provide the above figure as an annual budget by 2014 which would afford two staff members per year to participate in a national conference or professional development event while also providing for ongoing technical training for all staff.

Assigned to: Director of Library Services, All Library Staff

Due Date: 2014 07 31

ACTION STEP 2: The library will annually assess user satisfaction of services to help ensure quality service.

Cost Estimate: Reallocation of staff duties

Funding Source: Current Staffing Budget, Current Supply Budget

Assigned to: Director of Library Services and Information Services Committee

Due Date: Ongoing

ACTION STEP 3: User Services will annually review the current work study training program and evaluate the need to expand or alter the program to ensure student workers are prepared to provide quality customer service to all users.

Cost Estimate: Reallocation of staff duties

Funding Source: Current Staffing Budget

Assigned to: User Services Supervisor

Due Date: Ongoing

ACTION STEP 4: The library will perform an annual review of how staff scheduling is handled and the software being used to ensure effective and efficient staff practices.

Cost Estimate: Reallocation of staff duties

Funding Source: Current Staffing Budget

Assigned to: User Services Supervisor, Associate Director and Director of Library Services

Due Date: Ongoing

ACTION STEP 5: The library will offer users the opportunity to provide comments and suggestions on their library experiences and needs anonymously in both the library and via the library's website.

Cost Estimate: Reallocation of staff duties
Funding Source: Current Staffing Budget
Assigned to: User Services Supervisor, Systems Librarian, Director of Library Services
Due Date: 2012 08 15

ACTION STEP 6: The library will annually evaluate current use of works study students in specialized positions to identifying any new needs, processes or support challenges.

Cost Estimate: Reallocation of staff duties
Funding Source: Library Operating/Staffing Budget
Assigned to: Users Services Supervisor, Professional Staff, Current Work Study Supervisors
Due Date: Ongoing

ACTION STEP 7: The library will regularly evaluate the departmental library liaison program to help better facilitate communications, training and purchasing between academic departments and the library.

Cost Estimate: Reallocation of staff duties
Funding Source: Current Staffing Budget
Assigned to: Director of Library Services, Professional Staff
Due Date: Ongoing

Action Step 8: The library will train Users Services Assistant II to provide back-up assistance for Interlibrary Loan Specialist.

Cost Estimate: Reallocation of staff duties
Funding Source: Current Staffing Budget
Assigned to: Users Services Supervisor, ILL Specialist, Associate Director and other staff as needed
Due Date: 2012 08 15

Objective #6:

The library will create and build a recognizable brand, which will allow for more effective campus-wide communications.

ACTION STEP 1: Each library division will complete a SWOT analysis to help guide the creation of a unified marketing plan for the library.

Cost Estimate: Reallocation of staff duties
Funding Source: Current Staffing Budget
Assigned to: PALNI Communications Assistant, Director of Library Services
Due Date: 2013 01 15

ACTION STEP 2: After completing the SWOT analysis, each library division will complete a plan for promotion strategies and tactics to help guide the creation of a unified marketing plan for the library.

Cost Estimate: Reallocation of staff duties
Funding Source: Current Staffing Budget
Assigned to: Library Staff, under the direction of the Director of Library Services
Due Date: 2013 05 31

ACTION STEP 3: The library will select a logo and tag line to be used on library communications as part of the unified marketing plan for the library.

Cost Estimate: TBD, Reallocation of staff duties
Funding Source: Institutional Marketing Budget, Current Staffing Budget
Assigned to: Library Staff, Director of Library Services, USF Marketing Department
Due Date: 2013 01 15

ACTION STEP 4: The library will create and publish a marketing plan online.

Cost Estimate: Reallocation of staff duties
Funding Source: Current Staffing Budget
Assigned to: Library Staff, Systems Librarian, Director of Library Services
Due Date: 2013 06 30

ACTION STEP 5: The library will develop an evaluation procedure for all marketing efforts, this procedure will be published online.

Cost Estimate: Reallocation of staff duties
Funding Source: Current Staffing Budget
Assigned to: Library Staff, Systems Librarian, Director of Library Services
Due Date: 2013 08 31

ACTION STEP 6: The library will evaluate all platforms currently in place for effectiveness and clarity.

Cost Estimate: Reallocation of staff duties
Funding Source: Current Staffing Budget
Assigned to: Systems Librarian, Director of Library Services, other Library Staff as needed
Due Date: 2012 08 31

ACTION STEP 7: Based on the completed platform evaluation, the library will develop a comprehensive plan for resource access and communications.

Cost Estimate: Reallocation of staff duties
Funding Source: Current Staffing Budget
Assigned to: Systems Librarian, Director of Library Services, other Library Staff as needed
Due Date: 2013 05 31

Objective #7:

The library will provide outreach services in keeping with the institutional mission of the University.

ACTION STEP 1: The library will investigate opportunities to partner with the schools in the Fort Wayne area which are a part of the Fort Wayne-South Bend Diocese.

Cost Estimate: Reallocation of staff duties
Funding Source: Current Staffing Budget
Assigned to: Director of Library Services and Reference and Instruction Librarians
other library staff as needed
Due Date: 2012 12 15

ACTION STEP 2: The library will investigate the implications of circulating materials to non-USF patrons.

Cost Estimate: Reallocation of staff duties
Funding Source: Current Staffing Budget
Assigned to: Users Services Supervisor, Associate Director with the assistance of the Director of Library Services
Due Date: 2012 08 15

ACTION STEP 3: The library will identify opportunities to partner with other departments to develop outreach via currently established programs and projects.

Cost Estimate: Reallocation of staff duties
Funding Source: Current Staffing Budget
Assigned to: Library Liaisons with the assistance of the Director of Library Services
Due Date: 2013 05 01