

University Library MISSION AND GOALS 2009

04/10/2009

MISSION

The University Library's mission is to establish, promote, and maintain quality services to support the UW-Stout's commitment to teaching, research, scholarship, and service.

GOALS

Information Resources:

Provide information resources in appropriate formats that support the programmatic needs of the UW-Stout learning community through collaborative leadership in evaluation, acquisition and organization.

Actions:

1. Identify short-run periodical titles and dated hard-copy for withdrawal. (CD)
2. Bar code periodical fiche collection for evaluation so that use can be determined and titles identified for withdrawal. (CD)
3. Further evaluation of periodicals, in anticipation of budget restrictions. (CD)
4. Review online periodicals access to make sure all are accessible in the catalog. (CD ,ERA,CAT)
5. Prioritize retention of current databases. (CD)
6. Prioritize potential new databases. (CD)
7. Evaluate Standing Orders. (CD)
8. Weed EMC Text Collection. (EMC)

Distance Education and E-Learning:

Provide members of the university's distance education and e-learning communities with equivalent levels of information access and service as those provided to on-campus community members.

Actions:

1. Continue to serve on CUWL DE interest group. (DE)
2. Participate with the University of Northern Texas SLIS course "Distributed Learning Librarianship," via WebCT February 2009. (DE)
3. Investigate participation in "DE delivery methods", at CUWL 1System1Library Madison meeting. (DE)
4. Develop library presentation for INDMT-700 DE course using Echo360 technology. (DE)
5. Promote LibGuides to DE instructors. (DE)
6. Contribute to the proposed new book *Distributed Learning Librarianship* to be published in fall. Focus on chapter dedicated to Reference and DE. (DE)
7. Target DE instructors, not in the SOE/PD program. (DE)
8. Develop library orientation for newly formed LCO Head Start Cohort. (DE,EMC)
9. Continue to enhance the DE textbook request web site, which has been a collaborative effort of IRS, College of Technology, Engineering and Management, College of Management and the STAR Development Center to create a unified process for students at a distance to receive their required books/resources. Currently, there

are a variety of ways Instructional Resources is informed of the approximate 4,000 book/resource requests. (IRS)

10. Continue promoting electronic course materials for placement on instructor's Learn@UW-Stout web site. (IRS)
11. Continue to participate in pilot studies, such as, TCS-103, Information and Communications Technology to place the content of the course in an e-format. (IRS)
12. Continue to support and implement e-book options. (IRS)

Information Services Organization:

Effectively organize all library materials for maximum access by all Library Patrons and Users.

Actions:

1. Withdraw or update cataloging records to reflect major IRD weeding decisions of 214 paper titles and 62 fiche titles. Coordinate physical removal of withdrawn titles (e.g. journal cancellations, fiche). (CAT)
2. Recatalog EMC fairy tales/fable/folklore titles according to new guidelines. (CAT, EMC)
3. Participate in the implementation of Voyager 7.1 and identify and address any bib/holding/item record problems relating to upgrade. (CAT)
4. Identify and label additional categories of EMC award books. (CAT, EMC)
5. Examine electronic resource titles for correct location designation (PERE, INET, Muse). Reassign location codes and verify/update holdings. (CAT)
6. Withdraw limited retention journal titles according to established schedule.
7. Manage downloading and maintenance of cataloging records for electronic collections (Specifically, monitor bulk import process for e-book records and correct problems; update holdings for electronic serials collections that are cataloged: JStor, Muse). (CAT, LS)
8. Work on A-Z list problems for remaining print titles. (CAT)
9. Update Serials Local Holding Records on OCLC to remedy the formatting issues related to OCLC's automatic conversion to new software. (CAT)
10. Update Cataloging Work Group manual. (CAT)

Facilities:

Provide within the library a physical environment conducive to study, research, reflection, community learning and work.

Actions:

1. Improve the main Lobby area of the Robert S. Swanson Learning Center to make it a more welcoming entry into the Library and to allow for a better flow of traffic. (ADMIN, AS)
2. Continue to reorganize Reference Area following Info Commons model to include:
 - a. Soft furniture upgrade
 - b. Carpet improvement
 - c. Creation of more table/desk areas for group work. (REF, ADMIN)

3. Collaborate with Campus Planning to evaluate group study space in the Library. (LS)
4. Evaluate appropriate alignment of furniture for laptop power and Ethernet connectivity. (LS)
5. Relocate Records Storage Center to Library. (ARC, ADMIN)

Assessment:

Provide continuous quality assessment of all services, encourage innovative approaches, and ensure efficient utilization of human and material resources.

Actions:

1. Evaluate Library Staff assignments and work toward optimum use of staff. (ADMIN)
2. Reorganize the Records Center and its practices. (ARC)
3. Survey users of the EMC collection. (EMC)
4. Review and update EMC collection development policies. (EMC)
5. Update EMC mission statement. (EMC)
6. Review LibQual Survey results to identify reference implications. (REF)
7. Complete inventory and evaluation of Library collections. (AS, CD, EMC, CAT)

Collaboration:

Emphasize the library's role as primary information provider through collaboration at the campus, state, national, and international levels.

Actions:

1. Continue promotion of Library services and resources. (UL)
2. Initiate long-range outreach plan. (REF)
3. Present Professional Development Sessions in January. (INST, REF)
4. Read, review and report to workgroup on *The Desk and Beyond* (2009). (REF)
5. Sponsor staff workshop *Diffusing Difficult People* by Lisa Walter. (REF, AS)
6. Work on enhancements to our systems/products to better serve users' needs (UL)
 - a. Voyager 7 upgrade new enhancements
 - b. Explore instant messaging on web pages
7. Participate in UW-System CUWL Committees (UL)
 - a. Digital Initiatives Coordinating Committee (WEB)
 - b. User Services Coordinating Committee (REF)
 - c. Distance Education Subcommittee (DE)
 - d. Collection Development Subcommittee (CD)
 - e. Minds @ UW Subcommittee (WEB)
8. Insure a smooth transition for the temporarily located offices in the Library on the 4th floor (STEM area) and 3rd floor (Ethics Center). Maintain good working relations with those offices. (ADMIN)

9. Aid in the transition of the Stout Historical Association. (ARC)
10. Continue with training and informing the campus community on developments on Records Management Program. (ARC)
 - a. Participate in monthly conference calls as a member of the UW-Records Officer Council.
 - b. Attend bi-annual in person meetings with UW-ROC.
 - c. Meet with different groups on campus for training purposes on records management.
11. Work with the Chancellor and University Advancement to complete the final history of UW-Stout. (ARC)
12. Continue to conduct workshops on genealogy for the community and history for the University (ARC)
13. Collaborate with other campus groups to ensure the library is involved with technology change on campus. (LS, WEB)
 - a. Work with T&N to coordinate software versions and loading on library PCs.
 - b. Work with T&N maintaining print stations.
 - c. Work with T&N to point proxy authentication to new list of active students and staff.
 - d. Participate in campus IT meetings.
 - e. Participate on Campus Web Development Team.
14. Provide more services to students by increasing cooperation with the Office of Students with Disabilities. (ERA)
15. Collaborate with LTS to review UW-Stout copyright guidelines with an emphasis on media formats. (IRS, WEB, CD)

Staff:

Attract and retain staff dedicated to achieving the library's mission and goals. Provide opportunities for staff development and participation in planning and implementation of services in a team environment.

Actions:

1. Sponsor and facilitate a team building workshop for the entire University Library Staff. (ADMIN)
2. Sponsor and facility a customer service workshop for the entire University Library Staff. (ADMIN)
3. Revise remaining unclassified position descriptions in order to have all positions current and up to date. (ADMIN)
4. Insure that classified position descriptions are reviewed on a regular basis and revised if necessary. (UL)
5. Update the Web procedures manual to reflect changes in responsibilities and procedures. (WEB)
6. Orient and train IS Comprehensive Technician hired Jan. 2009 (LS, ERA)
7. Finish orientation and training for LSA-Circulation Advance Lead hired Nov. 2008. (AS)
8. Evaluate need for equipment training for staff and student workers. (AS)
9. Evaluate and revise student training checklists. (AS)
10. Evaluate student training and staffing in PI and ALD. (AS)
11. Continue to work with and train volunteers. (ARC)

Teaching:

Teach users lifelong learning and information literacy skills. This includes the abilities necessary to recognize when information is needed and to locate, evaluate, and effectively use the information acquired.

Actions:

1. Continue ongoing goals and activities. (INST)
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 - b. Continue to cooperate with LTS for laptop training,
 - c. Continue creation and revision of flash demos
 - d. Assist in design issues for library web site,
 - e. Continue cooperation with TLC to orient new teaching faculty and staff to D2L and library resources.
2. Update library orientation DVD. (INST)
3. Continue and coordinate the Learning Community Librarians program.(INST , REF)
4. Continue House calls with new teaching faculty and staff. (INST, REF)
5. Conduct outreach activities for faculty to inform of library instruction. (INST)

Technology:

Make optimum use of technology and incorporate its use as appropriate for supporting the library's mission and goals.

Actions:

1. Maintain and update the Wisconsin University Libraries initiative with ExLibris Products. (LS)
 - a. Continuous upgrades of MetaLib and SFX.
 - b. Upgrade in summer 2009 to Voyager 7
 - c. Upgrade in summer 2009 to Oracle 10
2. Acquire and maintain electronic records for library OPAC for example24/7, Blackwell, etc. (LS, CAT)
3. Provide access to purchased online data for the UW-Stout community.
(LS)
 - a. Maintain licensing agreements
 - b. Upgrade Ezproxy as necessary.
 - c. Monitor logs for misuse.
4. Ensure library staff has the most current versions of software on their computers to work with specialized library databases and programs. (LS)
5. Acquire and set up new equipment. (LS)
 - a. Request public PCs for those going off maintenance. (student tech fees) Requested 12/08.
 - b. Request 26 new desktop computers for Rm 111 (Lab module fees). Approved for purchase 7/09.
 - c. Install new proxy/InMagic server.
6. Review software/hardware needs for the assistive technology station. (ERA, LS)
7. Evaluate the Ex Libris products by Council of University Libraries and how this evaluation will impact local services. (UL)

8. Accelerate the preservation of the university's photographic negative collection while continuing to place iconographic images on the web. (ARC)
9. Further develop and implement ARC digital collections and place selected ARC databases on the Archives web page. (ARC,CAT,LS,WEB)
 - a. Towers (UW-Stout yearbook)
 - b. Alumnus
10. Explore moving from local electronic file storage and backup to network storage. (AS)
11. Plan and implement the conversion of the IRS Access database to Peoplesoft to provide an interface of Registration/course information/enrollment with the IRS database. (IRS)
12. Implement CommonSpot content management system for services pages. (WEB)

Service:

Establish, promote, and maintain quality services that support the library's mission and Goals.

Action:

1. Evaluate catalog records for equipment and convert records to be uniform. (AS,CAT)
2. Implement continuous shelf reading(AS)
3. Evaluate interlibrary loan services (AS)
 - a. Learn more about and implement direct requests for faster delivery of ILL articles.
 - b. Explore joining LVIS (Libraries Very Interested in Sharing) costs/benefits. (UWRF and UWEC belong)
 - c. Clarify Stout lending charge policy and fees.
 - d. Evaluate UW-Stout borrowing fees.
4. Work on long-range outreach plan for Reference. (REF)
5. Publish University Library Newsletter. (UL)
6. Review Reference Services in response to the CUWL User Services Committee's New Reference Models report <http://cuwlwiki.wetpaint.com/page/New+Reference+Models> (REF)