

Action Steps for 2002/03

Rev. 10/24/03

Related to Information Technology

- Continue to enhance Web site and conduct assessment/evaluation of site [JB - ongoing]
- Continue to investigate and develop electronic course reserves [PP – 03/04]
- Continue to develop online reference services [AB - ongoing]
- Re-evaluate circulation policy of videos and investigate a booking system [PP - done]
- Implement SFX [PP - done]
- Implement public printing solution [PP - done]

Related to Collection Development and Management

- Develop/review/elaborate the collection development policy for electronic resources [KP, AB - done]
- Conduct needs assessment of access to library collections [KP, CB – 03/04]
- Weed and shift collections as needed (general collection, periodicals, reference, and closed stacks) [CB – 03/04]
- Evaluate periodical subscriptions for retention/cancellation/circulation [KP – 03/04]
- Use (record) reference questions/statistics for developing reference services [AB - ongoing]

Related to Image, Visibility, Relevance, Mission

- Identify and appoint library outreach coordinator [CB - done]
- Conduct open house (social event) for faculty in the fall; target new faculty [AA - ongoing]
- Offer to house a rotating collection in the new Faculty Development Center [KP - reconsidered]
- Attend departmental meetings (library liaisons) [ongoing]
- Develop outreach to part-time and adjunct faculty [AA - ongoing]
- Recognize, catalog and promote faculty publications [AA – ongoing/reconsider]
- Provide library information packets to part-time faculty and all new faculty [AA - ongoing]
- Provide library information in student orientation packets [AA – ongoing/reconsider]
- Advertise library services and improve outreach to campus community as a whole [AA - ongoing]
- “Brand” and advertise library services and electronic resources [AA – ongoing]
- Enhance Graduate Research Service and implement (undergraduate) term paper advisory service [AB – ongoing/reconsider]
- Provide instruction in more formats [GO - reconsider]
- Offer to help discipline faculty develop and implement IC components [GO - reconsider]
- Deliver IC workshops directly to students, faculty and staff [ongoing]
- Develop targeted workshops for department secretaries [GO – 03/04]
- Develop services for remote users, especially at satellite sites [JB – ongoing]
- Educate students, faculty and staff about copyright (including library faculty and staff); identify and make available copyright information [AA - reconsider]

Related to Space

- Address space needs in reference and general stacks [CB - ongoing]
- Create enhanced secondary instruction space [PP – ongoing]
- Acquire and install special needs equipment [CB - reconsider]
- Identify and address other ADA needs [CB - ongoing]
- Visit other CSU library facilities [CB - ongoing]

Related to Staffing and Organization

- Review division of responsibilities among librarians [CB - ongoing]
- Conduct Search to fill Library Faculty vacancy [All - done]
- Re-open part-time reference librarian pool [AB - done]
- Review and revise organizational structure of the library [CB - ongoing]
- Create a reference philosophy and develop standards; conduct needs assessment [AB – 03/04]
- Share information related to databases (usage tips, news, updates, etc.) internally [All - ongoing]
- Identify and implement strategies for improving communication, consultation and morale [CB - ongoing]