

Library Services Departmental Action Plan 2008-2009

Revised September 9, 2008

2008-2009 Goals	Projects to be Accomplished in 2008-2009 (Project Manager/Deadline)	Related Future Projects (Project Manager)	Supports College Strategic Initiatives
<p>Goal Area: Prescott Valley Academic Library Suite</p> <p><i>Library Strategic Initiative 2: Deliver equivalent services and support to students studying via distance education, at campus centers, and in educational partnership programs with Yavapai College.</i></p> <p><i>Library Strategic Initiative 3: Expand the library's capability to provide information resources, tools, and support to the Yavapai College community.</i></p>	<p>Complete physical planning phase and furnishings (Lisa/Q1)</p> <p>Research and develop virtual library presence (Mike/Q2)</p> <p>Determine proposed staffing model (Lisa/Q2)</p> <p>Develop circulation policies and procedures for academic collection (Lisa/Q2)</p> <p>Develop policies, procedures, and strategies for academic collection to support opening (Beckie/Q2)</p> <p>Develop orientation materials for services and resources to support opening (Chris/Q4)</p>		1, 2, 3, 4
<p>Goal Area: Service to Campus Centers</p> <p><i>Library Strategic Initiative 2: Deliver equivalent services and support to students studying via distance education, at campus centers, and in educational partnership programs with Yavapai College.</i></p>	<p>Pilot library card outreach program at Chino Valley Center (Chris/Q2)</p> <p>Pilot process for routing and circulating Library materials to Chino Valley Center (Chris/Q2)</p>	<p>Develop online Library card registration process (Contingent upon migration)</p>	1, 2, 3, 4

<p>Library Strategic Initiative 3: Expand the library's capability to provide information resources, tools, and support to the Yavapai College community.</p>			
<p>Goal Area: Outreach and Marketing</p> <p>Library Strategic Initiative 4: Develop and implement a comprehensive outreach and marketing plan with the aim of ensuring optimal use of the library's resources, developing strategic relationships, and securing the support necessary to achieve superior results.</p>	<p>Promote LCO throughout the District (Chris & Sheri/Q1)</p> <p>Develop electronic marketing for new titles (Beckie/Q1)</p> <p>Determine calendar of phased implementation of Library Marketing Plan (Lisa/Q1)</p> <p>Implement Phase 1 of Library Marketing Plan (Lisa/Q2)</p> <p>Implement Phase 2 of Library Marketing Plan (Lisa/Q3)</p>	<p>Deliver presentations to highlight Library at local, state, and national level (Lisa, etc.)</p>	<p>1, 6</p>
<p>Goal Area: Library Instruction</p> <p>Library Strategic Initiative 1: Provide every Yavapai College student, faculty, and staff member with the opportunity to develop information literacy skills for lifelong learning.</p>	<p>Complete DIY plagiarism tutorial (Chris/Q2)</p> <p>Develop philosophy and conceptual shell of online Library course based on courseware/portal environment (Chris/Q3)</p> <p>Investigate possibility of targeted outreach/instruction for Yavapai tribal students (Sheri/Q1)</p> <p>Determine tiered standards for delivery of online library services (Chris/Q1)</p>	<p>Assess current instructional products for future conversion into online library course (Chris)</p> <p>Develop online Library course for integration within Blackboard and College Portal (Chris)</p>	<p>1, 2, 3, 4</p>

<p>Goal Area: Collection Development and Management</p> <p><i>Library Strategic Initiative 3: Expand the library's capability to provide information resources, tools, and support to the Yavapai College community.</i></p>	<p>Purchase Allied Health collection to support Department of Labor Grant requirements (Sheri/Q4)</p> <p>Investigate e-book services for delivery of academic titles across the District (Beckie/Q3)</p> <p>Evaluate options for ILL document delivery and management (Beckie/Q3)</p> <p>Implement Ingram's web based ordering tool (Beckie/Q2)</p>		1, 2, 3, 4
<p>Goal Area: 40th Anniversary</p> <p><i>Library Strategic Initiative 3: Expand the library's capability to provide information resources, tools, and support to the Yavapai College community.</i></p>	<p>Oversee phase 2 of Az Memory Project (Mollie/Q2)</p> <p>Oversee the capturing, editing & uploading of the oral histories onto YC's video streaming server (Mollie/Q2)</p> <p>Create a display of historical memorabilia for the 40 anniversary celebration (Mollie/Q2)</p>	<p>Update the timeline on the Archives webpage with new events (Mollie)</p>	6
<p>Goal Area: Technology</p> <p><i>Library Strategic Initiative 3: Expand the library's capability to provide information resources, tools, and support to the Yavapai College community.</i></p>	<p>Oversee YLN migration project <i>contingent upon migration</i> (Mike/Q4)</p> <p>Implement filtering software for compliance with Arizona Law (Mike/Q1)</p> <p>Create Library Portal environment (Mike/Q1)</p> <p>Define and implement circulation interface with College ERP system (Sheri/Q4)</p>	<p>Manage batch loading sync process between Dynix and OCLC <i>contingent upon migration</i> (Beckie)</p>	1, 7

<p>Goal Area: Evaluation of Library Programs, Resources and Policies</p> <p><i>Library Strategic Initiative 5: Develop a continuous process for evaluating library programs, resources, and services in light of the changing needs of users, alignment with academic plans, and financial realities.</i></p>	<p>Update and align copyright guidelines/practices for electronic materials, integrating TELS and Library practices (Mike/Q2)</p> <p>Complete Library Policy Review (Lisa/Q1)</p> <p>Analyze and update Essential Job Functions and equivalencies (Lisa & Sheri/Q2)</p>		4
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