

Hunt Library Strategic Plan - July 1, 2014 - June 30, 2015

The Hunt Library developed Strategic Directions for 2014-2015 to serve as a focus for continued growth and development of the library's resources and services.

July 1, 2014 – June 30, 2015 Goals and Accomplishments are:

Strategic Direction 1: *Provide easy access to Library collections, excellent customer service, and student study space through the transitions to temporary and new permanent locations.*

goal: Continue working on a plan for ease-of-accessibility to physical collections throughout the interim library period.

accomplishments

Created a flexible circulation policy for the Library's reserve collection which reflects the reality that the temporary library is often crowded and noisy. The new policy allows reserve materials to be used outside of the library for three hours.

The Research Librarians identified critical (on-site) print collection needs and designated the remaining book, journal, and special collections for temporary storage.

Several retrieval methods were discussed and some were tested and evaluated by staff to ensure the process of retrieving materials from storage would both meet the needs of the patrons and consider staff availability.

The Callslip module of Voyager was set up and activated. Callslips allow patrons to request materials housed in storage via the online catalog or with staff assistance.

A process was also developed to retrieve periodicals from storage to ensure the correct year, volume, and issue were requested and retrieved.

Staff were oriented to the storage locations and trained in the new retrieval processes. Staff instituted a flexible schedule for retrieving materials to ensure patrons would receive their items in a timely way.

The Media team reviewed collections and eliminated approximately one-fifth of the VHS/DVD collection in order to make it more vital and to accommodate storage space limitations. Procedures were adopted so that materials from the media collection are available "on demand" by staff or faculty, or by request for delivery to classrooms or offices. Students may request materials from this collection to use on the library's viewing station or on their laptop in the library.

The Library website was updated to include these new procedures.

Library catalog records were updated to include the new location status of items.

goal: Refine floor plan for the temporary location that allows for a balance of group study space, quiet study space, technology, selected collections, and functional staff space.

accomplishments

The Management Team members responsible for the development of a floor plan worked with the architect for the reconstruction of the Student Center Annex and Construction & Planning offices to ensure student library needs were addressed.

Management Team members designed a detailed floor plan for the temporary library which included all elements of the library space: staff space and offices, lay out of the shelving for the book collections, lay out of the computer carrels and printers, collaborative study space, and leisure areas.

Management Team members attended frequent meeting to keep abreast of construction plans and activities.

Management Team members met with contractors throughout the reconstruction process.

Management Team met with IT and Facilities to ensure the layout envisioned would be practical for the space.

The Management Team shared the plans for the temporary library with staff throughout the process via meetings and email communications.

goal: Begin planning for new Library space.

accomplishments

The Library Director was appointed to the Student Union Executive Committee and participated in all committee meetings and activities.

The Management Team communicated decisions to the staff through meetings, email and one-on-one discussions.

The Management Team developed documents for the architects (ikon.5) identifying space requirements for all elements of the library.

The Management Team met with architects (ikon.5) throughout the year to refine space allocations and configurations.

The Management Team reviewed existing space allocations and determined future space needs based on staffing levels, technology enhancements and collection assessment.

The Collection Management Team reviewed collections and made decisions which resulted in a smaller collection footprint. Decisions included sending OAG (Official Airline Guide) and O&D (Origin and Destination) to FLARE, The Florida Academic Repository in Gainesville Florida, removing some NASA and NACA documents and eliminating approximately half of the microfiche collection because electronic counterparts are now accessible electronically. The vertical file collection was reduced by more than 50%. They also conducted a large-scale weeding of the vertical files (over 50%), and extensive weeding of the NACA/NASA documents collection.

Strategic Direction 2: *Facilitate open access to the research and creative works of faculty, students and staff.*

goal: Assist faculty and students with contributing their research and other creative works to Scholarly Commons

accomplishments

The Faculty Support Team developed new procedures for uploading and processing faculty research.

Confusion while completing the upload form was reduced by altering the form to include color-coded sections, making it easier to differentiate between format types.

Procedures were developed for allowing the faculty to upload their materials directly into Scholarly Commons.

Several faculty members tested the faculty upload materials, leading to a changes in the ERAU Scholarly Commons structure that carry over into the next strategic planning year.

Developed a process for obtaining dissertations from the College of Aviation and publishing them open-access in Scholarly Commons.

Revised promotional materials and documentation to better explain the processes.

Strategic Direction 3: *Enhance virtual collections, instruction and research assistance.*

goal: Increase access to streaming videos owned and subscribed to by the Hunt Library.

accomplishments

Electronic & Technical Services staff developed a process which allows the loading of large collections of bibliographic records for electronic collections into the Voyager catalog.

goal: Investigate the feasibility of making Research Guides mobile device friendly.

accomplishments

Library Research Guides were redesigned to ensure they were mobile-device friendly.

Strategic Direction 4: *Preserve the University's collections of rare and unique information resources.*

goal: Following the guidelines of the History Associates, begin the process of preserving the unique aspects of the library's Special Collection.

accomplishments

Based upon the recommendations of History Associates, the Circulation team placed all unprocessed items in the Special Collection into preservation quality folders and packed them for storage in archival boxes. An inventory of the contents was created resulting in the first comprehensive tool to search and sort the titles and subjects of the collection.

The entire Special Collection was packed and moved to a Storage location in Canaveral Hall for future, in-depth evaluation.

Strategic Direction 5: *Develop new research and service partnerships.*

goal: To continue to expand the Library's reach in the university community.

accomplishments

The Library participated in new faculty orientation.

New faculty were contacted by their library liaison to ensure knowledge of the library and its resources.

Library liaisons attended academic departmental meetings to announce the library relocation plans and address other library issues.

The Library, in concert with University's Communications and Marketing Team, communicated information about the relocation to all ERAU constituents through a variety of methods: email notifications, a window wrap, full-page advertising in *The Avion*.

The Library staff continued to be actively involved in campus activities.

The library collaborated with the University's Communications and Marketing Team to create an event to commemorate and celebrate the library's past and present, and to promote its future in the new Student Union. The library worked closely with this office to make the "Get Loud in the Library" event a highlight of the year.

The Library continued to promote the Office of Undergraduate Research as additional study space for students if the library was crowded.

Library staff involved with Scholarly Commons again worked with staff from the Office of Undergraduate Research to facilitate the poster entries for the University's Discovery Day event.