Embry-Riddle Aeronautical University

Hunt Library

Strategic Plan – 2013-2016

Vision

The Embry-Riddle Aeronautical University Hunt Library will be a leading resource for the preservation and dissemination of information and research in aviation and aerospace studies.

Mission

The Hunt Library supports the Daytona Beach and Worldwide Campuses. It provides access to materials, information resources, services and facilities to students, faculty, and staff in support of the University's commitment to excellence in teaching, learning, and research. As an academic support unit, the Library maintains flexibility and is proactive in meeting the changing information needs of its clientele.

Strategic Directions for 2013-2016

To fulfill the Library's vision, the staff will focus on the following strategic directions.

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.

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

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

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

Strategic Direction 5: Develop new research and service partnerships.

Goals for 2013-2014 and the Library's Progress to Meet Goals

1. *Increase the percentage of Library resources in electronic format:*

   - *Increase electronic holdings by 40%.*
     - During the 2013-2014 fiscal year, the library purchased 820 ebooks. The total collection of ebooks owned by the library therefore increased by 19.6% to 5,004. The library also leases ebooks through several vendors. Access to leased books increased by 58.4%, increasing from 50,030 to 72,256 leased ebooks. Subscriptions to individual ejournals increased from 47 to 73, for an increase of 55.3%. Many more ejournals can be accessed through aggregators such as ProQuest.

2. *Develop a plan for ease-of-accessibility to physical collections in the temporary Library location*: (Plans changed and the move into temporary locations has been postponed until after the end of the spring 2015 semester.)

   - *Create flexible policies to accommodate student needs while still monitoring the use of the collections and ensuring their safety and availability.*
     - Reserve books, and other library-use only materials, may be allowed out of the building for a three-hour checkout as seating space in the temporary library will be limited.
   - *Modify existing safety and emergency procedures for the temporary location to ensure a safe and secure environment for our patrons.*
     - As the time to move becomes more imminent and Building Liaison staff members have access to the various buildings, an emergency plan will be developed. Staff located in the "non-library" areas will be involved in creating the emergency plan for their areas.
   - *Implement on-shelf holds and off-site material retrieval to improve accessibility to materials for our patrons.*
     - The library staff are exploring various ways to retrieve materials from the storage locations using a Voyager tool such as Holds or Call Slips. Testing is ongoing.
   - *Develop a process and procedure for accessing the off-site collection.*
     - The library staff are exploring various ways to retrieve materials from the storage locations using a Voyager tool such as Holds or Call Slips. Testing is ongoing.
     - The library staff has developed a method to use Voyager to easily change holding locations for materials stored in various locations.

3. *Develop a 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:*

- *Develop the floor plan for the temporary location by April 30, 2014.*
  - o The Management Team members responsible for the layout have turned over their ideas to the Facilities department and are waiting to work with the selected architect to finalize the layout.

4. *Facilitate the digitization of Library and archival materials for publication in Scholarly Commons:*

   - *Digitize the Space Congress proceedings and publish them in Scholarly Commons.*
     - o All available Space Congress proceedings have been scanned and posted to Scholarly Commons. The preservation team is working on borrowing the missing volumes through interlibrary loan and scanning them to include in Scholarly Commons.
     - o Hired a student assistant to work with scanning activities.
     - o Ashley Linsmeier, Collection Management Technician, helping to scan items.

5. *Assist faculty and students to contribute their research and other creative works to Scholarly Commons:*

   - *Develop policies and procedures for librarians, including training where necessary, who are assisting faculty with their Selected Works sites and Scholarly Commons submissions.*
     - o Procedures were developed and a team of library staff formed to help faculty with submitting research to the University's institutional repository.
     - o Total faculty members represented in Selected Works: 38.
     - o Total downloads worldwide from Scholarly Commons: 98,654
     - o Total uploads: 3,753
     - o Total conferences hosted at ERAU: 6
     - o The number of open-access electronic journals published by the University is growing. Currently there are 3 titles freely available to researchers around the world:
       - ▪ Beyond: Undergraduate Research Journal
       - ▪ International Journal of Aviation, Aeronautics, and Aerospace
       - ▪ Journal of Aviation/Aerospace Education & Research

6. *Increase online instruction (e.g., point-of-use short videos, Research Guides):*

   - *Develop and implement procedures to include database tutorial videos in database help guides.*
     - o All databases were examined and links to available commercial video tutorials were added to the corresponding database help guide.

- *Develop criteria for the assessment of research guides.*
  - Assessment work on research guides was started during fall 2013. Additional work postponed until fall 2015 semester.

7. *Begin planning for new Library space:*

   - *Participate in the planning process for the new library space.*
     - Not started. An architect has not been selected for the project.

8. *Explore new partnerships with other departments in the Student Affairs Division to enhance the student experience on the Daytona Beach campus:*

   - *Participate in student orientation/awareness activities.*
     - Library staff participated in a number of activities:
       - Orientation events: Fall, Spring, Summer
       - Blue & Gold Week parade, November 2013
       - Cram with Cookies, December 2013 and April 2014
       - Graduations: December 2013 and May 2014
       - Family Weekend, February 2014
       - Food Brings Hope events, March-May 2014
       - The library participated in open houses on campus and held one of their own in March 2014
       - Women of ERAU dinner, March 2014
       - Campus Showcase, April 2014
       - Sneak Preview Day, April 2014
       - Women in Aviation Day, April 2014
       - Students First Day, April 2014
       - Adult Spelling Bee, May 2014

Goals 2014-2015 (Added July 2014)

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

   - Make 50% of the library's streaming video collection available through Voyager, the library's online catalog.

2. Continue working on a plan for ease-of-accessibility to physical collections in the temporary library location:

   - The Library will implement a "We're Moving" campaign in February 2015.
   - Create flexible policies to accommodate student needs while still monitoring the use of the collections and ensuring their safety and availability.
   - Modify existing Safety and Emergency procedures for the temporary location to ensure a safe and secure environment for the library's patrons.
   - Test various methods for off-site material retrieval to improve accessibility to materials for the library's patrons.
   - Develop a process and procedure for accessing the off-site collection.

3. 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:

   - Develop the floor plan for the temporary location by December 1, 2014.

4. Facilitate the digitization of library and archival materials for publication in Scholarly Commons:

   - Based upon the recommendations of History Associates, determine disposition of unprocessed materials, donating some to other organizations and storing others for future digitization.

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

   - Refine policies and procedures for librarians who are assisting faculty with their Scholarly Commons submission by working with ERAU's Web Services and IT departments to streamline the process in conjunction with the new Faculty Profile pages.

6. Begin planning for new Library space:

   - Participate in the planning process for the new library space.

- o   Review collections to ensure the materials go to the best place.
- o   Review space needs.