

Library Annual Report 2006-2007

This year's annual report is an update on progress in fulfilling the library's strategic plan.

Strategies

Key

Accomplished

Underway

A. The library will provide expert reference service to our clientele.

- Reference librarians will continuously improve their knowledge of disciplines served. Each year during annual reviews they will reflect on areas in which they need more expertise, and develop a personalized program that may include courses at St. Olaf, seminars, summer educational sessions, independent reading, or other forms of structured exploration.
- We will work with IIT to implement and support software for geographic information systems (GIS).
- We will distribute reference-desk hours according to demand, and increase hours at least to pre-1997 levels.
- See also items "B" and "G."

B. The library will improve its instruction program.

- Reference librarians will identify departments interested in integrating sequential research skills throughout their majors, and work with them to develop a relevant program.
- We will expand opportunities for professional development:
 - Reference librarians will observe each of their colleagues at least once a year, and meet with that colleague to offer constructive feedback.
 - Reference librarians will meet once a year for a half-day retreat to report on conferences, discuss common readings, analyze instruction efforts, explore newly developed and traditional information resources, and plan for implementing relevant technologies, strategies, and resources.
- We will assess our instruction program.
- The College Librarian will work with CILA and/or CEPC to facilitate faculty discussions of the research expectations the College makes of its students, and discuss with CEPC the advisability of adding research expectations to the College's general education curriculum.

Comment [BG1]: We've met with Patricia Martin to discuss agencies that might fund such work by departmental faculty over the summer. We plan to develop a grant application.

Comment [BG2]: We will begin conversations with the new curriculum committee in the fall about research expectations in the St. Olaf curriculum, and the obligations of the library and of departmental faculty to meet these expectations.

Comment [BG3]: Bryn will meet with CILA in the fall. See above for CEPC portion of this goal.

C. The library will design a thoughtful and intentional program of collection development.

- We will revisit and revise our collection development policy, with special attention to selection and deselection, gifts, consortial participation, preservation, and processing. We will also consider policies and procedures for specific collections.
- We will decide whether our current liaison model of collection development serves the needs of the collection, our faculty, and our students, and revise it as appropriate.
- We will design new procedures to ensure that all new publications relevant to the curriculum are monitored: failures to order given titles will be intentional rather than accidental. To this end we will explore with Carleton the relative merits of (a) a slip plan or approval plan through Blackwell or Yankee, and (b) a system in which reference librarians monitor all major review journals and catalogs in disciplines taught at St. Olaf.

Comment [BG4]: We will develop a slip plan this fall in conjunction with Carleton. We will begin weeding back runs of journals within the next year. We've decided not to bring new members into the consortium at this time, but we may in the future.

Comment [BG5]: We will retain the model of liaison librarians. We have purchased access to *Resources for College Libraries*, and will run this data against the Bridge collection to determine how effective we are in acquiring seminal works.

Comment [BG6]: See note on slip plan above.

- We will examine vendor contracts and select a primary vendor (in addition to secondary vendors) that can provide us the best discounts and collection-management services and software.
- We will conduct a comprehensive review of licensed databases.
- We will reduce the amount of material duplicated in both print and electronic form, increasing the percentage of our budget spent on electronic sources.
- We will identify lost material yearly and replace it as appropriate.
- We will join Carleton in reviewing all serial subscriptions every other year.
- See also items “E” and “F.”

Comment [BG7]: We've selected Blackwell as our primary vendor.

Comment [BG8]: Mary Sue Lovett and Kathy Tezla are reviewing contracts for all databases at the time of renewal. We've begun discussions with the treasurers at St. Olaf and Carleton about forming an LLC, which might give us more leverage in negotiating joint licenses.

Comment [BG9]: Duplicated orders have fallen to 13% this year.

D. The library will continue to incorporate new technology into all aspects of its operations

- Rølvaag will become the major space for public computing on campus. It will allocate more room in non-stack areas (i.e. areas that cannot accept book shelves) for public labs, and designate spaces for specialized projects such as GIS, video editing, and computer-aided design. Rølvaag will seek funds to create a second computer-instruction room.
- The library will use Mellon money to purchase new modules for the Bridge that increase our efficiency and provide better service for our students.
- The library will begin discussions with IIT about providing technical help for student computing in Rølvaag.
- The library will purchase the software package ILLiad, enabling us to process interlibrary loan requests faster.

Comment [BG10]: We have a new teaching lab (shared with the WLC) on level 1. IIT will install a second teaching lab this summer in the former Den Computing roomk.

Comment [BG11]: Carleton and St. Olaf established a coordinated process this spring for allocating money for such purchases.

Comment [BG12]: IIT student workers now work regular hours in Rølvaag.

E. The library will increase cooperation with Carleton College

- St. Olaf and Carleton will develop policies and procedures for cooperative collection development. These procedures will reflect a concerted effort to reduce the amount of material duplicated between the two schools, freeing money to purchase material neither school could otherwise afford. To this end the two libraries will submit a grant to the Mellon foundation that will fund consultants, appropriate software, and relief FTE.
- St. Olaf and Carleton will decide within five years whether we can obtain better discounts from vendors and publishers by establishing a limited liability corporation (LLC).
- See also item “F.”

Comment [BG13]: New policy in place: we now assume one copy in town is sufficient unless the requester indicates otherwise. We will work this coming year to reduce duplication in the journal collection.

Comment [BG14]: The Carleton and St. Olaf treasurers are now interested in exploring such a move.

F. The library will create adequate space for new material.

- Reference librarians will weed the entire Rølvaag, Music, and Science collections over the next four years. Weeding will remove non-circulating works that have no historical value and no relevance to the curriculum or the interests of our faculty and students.
- The Mellon grant will request funds to design a long-term weeding project with Carleton College.
- We will create plans to accommodate expanding collections of all three libraries. We will explore the relative merits of (a) remote storage at existing, in-state archival facilities; (b) the construction of a storage facility to be shared by Carleton and St. Olaf; (c) new additions or renovations to current buildings or libraries at St. Olaf; (d) compact shelving; or (e) some combination of these options.

Comment [BG15]: We will limit our initial weeding to journals and government documents. Data on the circulation of duplicate items indicates that a large-scale project to weed books would yield negligible gains in shelf space.

Comment [BG16]: The library has a placeholder in the College's long-term capital budget for the addition on compact shelving. A remote storage facility seems unlikely.

G. The library will improve the timeliness, reliability, and cost-effectiveness of its services.

- All service areas will post hours and ensure that those areas are staffed when promised.
- We will review our student work program and determine if we need to reallocate student FTE.
- We will conduct a thorough review of the ways in which we bind serials and books, and choose the most cost-effective processes and vendors.

Comment [BG17]: We will charge the new head of circulation and interlibrary loan to work with the administrative council to reexamine our allocation of student work.

Comment [BG18]: We've selected a primary bindery. The serials working group is gathering statistics on binding and will formulate a plan to reduce the amount of commonly bound titles. R2 has suggested we cease biding paperback books—we will consider this recommendation in the coming year.

H. The library will improve access to print and electronic material

- We will investigate ways to provide more information in the catalog about material at Carleton and St. Olaf. This information might include additional items in the bibliographic record such as tables of contents, dust-jacket information, reviews, more subject headings, etc.
- We will seek funds to hire a consultant to help our interlibrary loan office design processes and adopt technology that significantly reduce the amount of time it takes to process requests. ILL will establish measurable goals for quick turnaround times.
- Collection Development, Acquisitions, Cataloging, Serials, and Circulation will review the entire workflow in technical services, from the point an item is requested to the point that item reaches the shelf or becomes available on the web. We will seek funds to hire a consultant to help us design processes, employ technology, and adopt third party services that eliminate all backlogs and enable us to establish measurable goals for quick turnaround times and quality access.
- We will make some existing print material available in electronic form.
 - The College Librarian will work with GFR and other units on campus to submit one or more grants to support digitization projects around campus.
 - We will hire a replacement cataloger whose responsibilities include digitization projects.
 - We will send technical services staff to Minitex conferences on digitization.
 - Technical services will become sufficiently efficient to reallocate some FTE to such projects.
 - We will expand electronic reserves and determine which software (Moodle or other) will allow us to integrate reserves with existing course-management software.
- We will redesign the library's web page to make it more user-friendly.
- We will attempt to negotiate a contract for *ScienceDirect* that does not place restrictions on our ability to cancel Elsevier titles.
- We will create an "A-Z list" that makes finding journals in all formats easier and more intuitive.

Comment [BG19]: PAWG has recommended purchasing table-of-contents information for bibliographic records. We do not believe dust-jacket information is a good use of current funds.

Comment [BG20]: R2 found our interlibrary loan operation to be extremely efficient. We will learn more about RapidILL this coming year.

Comment [BG21]: R2 completed its review and report. Sarah Johnston will lead the technical services department in evaluating and implementing portions of the report.

Comment [BG22]: We are working with the art department and with Scandinavian scholars on campus to submit digitization grants.

Comment [BG23]: We hope to advertise for this position over the summer.

Comment [BG24]: We also sent some staff out of state.

Comment [BG25]: R2 has suggested reallocations, which we will consider over the summer.

Comment [BG26]: Failed.

Comment [BG27]: Done—we purchased SFX.

Comment [BG28]: This will be a charge for the new head of circulation and interlibrary loan.

I. We will do a better job of providing continuing education for our staff and student workers.

- We will devote four all-library meetings per year to continuing education.
- All staff will attend at least one conference or training session per year.
- Serials and acquisitions will develop training videos using software such as Camtasia, and Circulation will examine its student training program.

J. The three libraries will be accommodating, friendly spaces, which serve as *the* favored spot on campus to study and work on group projects, and a favorite spot to socialize.

- While preserving some space for individual study, the libraries will add new furniture for group study and group projects.
- The libraries will work with IIT to design facilities and purchase equipment for group and individual computing projects.
- Rølvaag will establish a salon/art gallery with comfortable furniture, daily newspapers, magazines, and coffee.
- Rølvaag will work with the Student Senate to become a distribution point for the campus newspaper program.
- Rølvaag will continue to host fun activities and events such as the annual golf tournament and the quiz bowl.
- Rølvaag and the Science Library will work with Jill Ewald to increase permanent and rotating art exhibitions throughout both buildings.

Comment [BG29]: We created one new computer lab on the main level of Rølvaag, and will create a second this summer.

Comment [BG30]: All done (coffee courtesy of the WLC).

Comment [BG31]: Quiz bowl dropped due to lack of interest.

Comment [BG32]: We're also looking into the possibility of installing a system of pulleys in the lobby of Rølvaag to suspend sculpture from the ceiling.