



Albin O. Kuhn Library & Gallery

Strategic Plan (2018-2023) Inventory

October 2018

The Library Strategic Planning Group (LSIG) monitors the implementation of the strategy by proposing projects, prioritizing, planning, developing critical success factors and measures for the strategic focus areas, monitoring and reporting on progress on these areas with stories and measures, and proposing adjustments to the strategy and the methods and tools used as needed.

The Strategic Plan (2018-2023) is available on the Administrative Office's website at:

<https://library.umbc.edu/admin/>

LSIG membership

Sharon Anaba (2018-)

John Breitmeyer (2018-)

Erin Durham (2018-)

Tricia Flester (2018-)

Brian Gilmer (2018-)

Becca Hertl (2018-)

Lindsey Loeper, interim chair (2018-)

Sarah New (2018)

Nicole Smith (2018)

James Stephens (2018)

Abbreviations

A&R	Accounting & Receiving	LRC	Learning Resources Center
ADM	Library Administrative Offices	LA	Library Assembly
ACQ	Acquisitions (Technical Services)	LEEC	Library Employee Enrichment Committee
BMS	Bibliographic & Metadata Services (Technical Services)	LEC	Library Executive Council
CHE	Cheers	LITS	Library IT Services
CIRC	Circulation	MED	Library Media
CM	Collection Management	LSIG	Library Strategic Implementation Group
CIDE	Committee on Inclusion, Diversity, and Equity	PRO	Provost's Office
COS	Committee on Social Media and Outreach	REF	Reference
DML	Digital Media Lab	SER	Serials
FOTL	Friends of the Library	SIGN	Signage Working Group
GAL	Gallery	SC	Special Collections
ILWG	Information Literacy Working Group	TSC	Technology Support Center
ILL	Interlibrary Loan	USMAI	University System of Maryland and Affiliated Institutions
IR	Institutional Repository Working Group	WEB	Web Team

Research & Scholarship

Strategic Goal 1: Enhance collections and access

Supporting Objectives	2017-2018	2018-2019	Next Steps for 2019-2021
<p><i>1.1 Provide a high quality collection of materials and ensure that new acquisitions contribute to the development of a balanced and diverse body of resources</i></p>	<ul style="list-style-type: none"> • Address substantial backlog of donated publication material in Special Collections (SC, CM, BMS) • First phase of transition to Library Selectors (CM, ACQ) 	<ul style="list-style-type: none"> • Weed Library General collection and Serials (CM, CIRC, SER, BMS) • Use purchasing accounts and targeted donor outreach to fill in known gaps in Special Collections holdings (SC) • Continued focus to reduce backlog of unprocessed and/or duplicate publication materials in Special Collections (SC, CM, BMS) • Transition to Library Selectors (CM, ACQ) 	<ul style="list-style-type: none"> • Plan and initiate a collections development assessment (CM, ACQ, REF, SC) • Review and update Special Collections collecting policy (SC)
<p><i>1.2 Streamline and improve access to materials by continuously evaluating and improving discovery and delivery</i></p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Database maintenance in USMAI catalog (BMS) 	<ul style="list-style-type: none"> •

<p>1.3 Fully describe materials in Special Collections, so that patrons both within our institution and external research communities are able to effectively find and utilize these collections</p>	<ul style="list-style-type: none"> • Add comics and science fiction pulps to the USMAI catalog; remove records from PastPerfect (BMS, SC) • Pilot project to create collection level records for undescribed photography collections (SC) 	<ul style="list-style-type: none"> • Finalize first batch of collection level records and finding aids for photography collections (BMS, SC) • Review and complete metadata backlog for digitized collections (BMS, SC) • Create priority list for digitization (SC) 	<ul style="list-style-type: none"> • Adherence to metadata standards and use of structured data for Special Collections description [on-going] (BMS, SC)
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Strategic Goal 2: Build partnerships

Supporting Objectives	2017-2018	2018-2019	Next Steps for 2019-2021
<p>2.1 Continue our commitment and involvement in USMAI Advisory Groups, Communities of Interest, and Communities of Practice.</p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • [could we list here # of fac/staff on USMAI comm?] 	<ul style="list-style-type: none"> •
<p>2.2 Encourage staff to grow and broaden their knowledge so they better serve the ever changing needs of our patrons.</p>	<ul style="list-style-type: none"> • Cross-train public service employees to work at either Check Out Desk or Digital Media Lab (CIRC, MED) 	<ul style="list-style-type: none"> • Increased cross-training of specialized skills within department (SC) 	
<p>2.3 Advocate for consortial purchases which economically increases access to information resources and the rapid delivery of these resources</p>			

<p>2.4 <i>Grow our relationships within UMBC by developing open communication with the research centers, student groups, academic departments and other campus entities</i></p>			
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Strategic Goal 3: Showcase scholarship and creative achievements

Supporting Objectives	2017-2018	2018-2019	Next Steps for 2019-2021
<p>3.1 <i>Using ScholarWorks@UMBC, promote and preserve the UMBC community's creative and intellectual achievement</i></p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
<p>3.2 <i>Encourage community members to display their creations within the gallery, rotunda, and other library spaces.</i></p>			

Strategic Goal 4: Provide technological support for research endeavors

Supporting Objectives	2017-2018	2018-2019	Next Steps for 2019-2021
<p>4.1 <i>Be aware of technological advances that improve access and utilization of our resources</i></p>	<ul style="list-style-type: none"> • Submitted request for purchase of Preservica digital preservation management system (LITS, SC) 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •

<p>4.2 <i>Provide the technology that patrons need to develop their ideas into a completed project.</i></p>	<ul style="list-style-type: none">• Developed an internal team that will research and create campus-wide survey about library usage (LSIG)	<ul style="list-style-type: none">• Survey patrons on their technology use/needs (LSIG)	
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Teaching & Learning

Strategic Goal 1: Integrate information literacy into the UMBC curriculum

Supporting Objectives	2017-2018	2018-2019	Next Steps for 2019-2021
<i>1.1 The Library and its staff will provide timely, ongoing, and meaningful integration of information literacy concepts and skills into course curricula in order to help students seek, discover, and evaluate sources of information.</i>	•	•	•
<i>1.2 In order to expand our existing information literacy programs and services, we seek additional staffing and advocacy to key administrators and departments across campus.</i>			

Strategic Goal 2: Improve teaching practices and cultural competencies

Supporting Objectives	2017-2018	2018-2019	Next Steps for 2019-2021
<i>2.1 Librarians will hone effective pedagogical practices by engaging with reflective teaching, active learning, and critical pedagogy.</i>	•	•	•

<p>2.2 <i>The Library will create opportunities for its faculty, staff, and students to develop cultural competencies and inclusive values through training and open discussion.</i></p>		<ul style="list-style-type: none"> • 	
<p>2.3 <i>The Library will prioritize an increase in staffing and staff development in this area in order to serve and support UMBC's evolving teaching and research.</i></p>			

Strategic Goal 3: Strengthen the services that support academic success and lifelong learning

Supporting Objectives	2017-2018	2018-2019	Next Steps for 2019-2021
<p>3.1 <i>The Library will strengthen its ties to campus support services and University System of Maryland groups to ensure that patrons have access to the most relevant resources.</i></p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
<p>3.2 <i>The Library promotes and supports information needs by providing access to Library spaces, collections, and services for patrons of all backgrounds and abilities</i></p>			

Organization & Effectiveness

Strategic Goal 1: Secure funding needed to support our vision

Supporting Objectives	2017-2018	2018-2019	Next Steps for 2019-2021
<i>1.1 Budget must be supplemented and expanded to support the campus' projected growth.</i>	<ul style="list-style-type: none"> Secure funding from the Maryland State Arts Council to digitize 100+ audio reels of folklife field recordings (SC) 	<ul style="list-style-type: none"> Supplement decreased student assistant hours with volunteers, interns, and other campus funding (SC) Create a new position for a dedicated Library & Gallery development officer (ADM, LEC) 	<ul style="list-style-type: none">
<i>1.2 Library must seek donors through the campus capital campaign and other sources.</i>	<ul style="list-style-type: none"> Review Friends of the Library structure, propose changes, recruit members (SC, FOTL) 	<ul style="list-style-type: none"> Proposed creation of dedicated Library development officer (LSIG, LEC) Host dedicated event for Library donors and FOTL (GAL, SC, FOTL) 	<ul style="list-style-type: none"> Reactivate and empower the Friends of the Library to support Library wide funding initiatives. (SC, FOTL, LEC)
<i>1.3 Library will petition the campus to add a Library fee or similar.</i>		<ul style="list-style-type: none"> Prepare supporting documentation for petition package, including a survey of peer institutions and access to ACRL Metrics dataset (LSIG) Submit petition to Student Fee Advisory Board in advance of January 2019 meeting (LSIG) 	

Strategic Goal 2: Develop a branding and marketing strategy

Supporting Objectives	2017-2018	2018-2019	Next Steps for 2019-2021
<i>2.1 Create a consistent brand for the Library that will tie together our web presence, marketing efforts, outreach endeavors, and all other published materials.</i>	•	•	•
<i>2.2 Collaborate with campus Public Relations in order to strongly connect with the campus and the public sector.</i>			
<i>2.3 Staff positions and hours will be allocated to branding and marketing functions.</i>			

Strategic Goal 3: Provide an environment for staff opportunity and growth

Supporting Objectives	2017-2018	2018-2019	Next Steps for 2019-2021
<i>3.1 Staff development funds must be equitably allocated, and staff achievements must be recognized and rewarded.</i>	<ul style="list-style-type: none"> • Secured support and established procedure for a Library Faculty campus award (LEC, PRO) 	<ul style="list-style-type: none"> • Award first bi-annual campus Library Faculty award (LEC, PRO) • Training and support to increase awareness of Library faculty, staff, and departmental achievements (LSIG, tbd) 	•

<p>3.2 <i>New communication channels will be opened to allow for information to travel quickly and appropriately.</i></p>	<ul style="list-style-type: none"> • Design and launch Library Gallery website: http://librarygallery.umbc.edu (GAL, WEB) 	<ul style="list-style-type: none"> • Department-wide access to purchase requests (A&R, WEB) • Departmental voicemail access changes (A&R) • Research and design phase for metrics dashboard, a centralized location for storing and sharing available library statistics (LSIG) 	<ul style="list-style-type: none"> • Implementation phase for metrics dashboard (LSIG, LITS, WEB)
<p>3.3 <i>Guidelines will be regularly reviewed and updated to accurately reflect changing procedures and policies.</i></p>		<ul style="list-style-type: none"> • Develop best practices for Library faculty and staff search committees (CIDE, ADM, LEC) • Summer skills training for Circulation and Media staff (CIRC, MED) 	
<p>3.4 <i>Look to other, similar institutions to determine whether there are more advantageous ways of organizing Library services</i></p>		<ul style="list-style-type: none"> • Examine SC reading room hours and organization; review practices at related institutions and host skillshare meeting in 2019 (SC) 	

Spaces & Technology

Strategic Goal 1: Develop flexible, accessible spaces

Supporting Objectives	2017-2018	2018-2019	Next Steps for 2019-2021
<i>1.1 It is imperative that in all library spaces accessibility be at the forefront of design considerations.</i>	•	•	•
<i>1.2 We will ensure that spaces are flexible and varied to meet the expectations of differing users and the exigencies of future trends</i>	<ul style="list-style-type: none"> • Purchase tables and chairs for SC reading room with wheels and stacking options to allow for customized arrangement (SC) 		
<i>1.3 Flexibility will allow students to build their own preferred spaces around their own learning styles for both collaborative and individual learning needs</i>			

Strategic Goal 2: Foster creativity and collaboration

Supporting Objectives	2017-2018	2018-2019	Next Steps for 2019-2021
<i>2.1 We will expand and enhance the existing creative and collaborative spaces within the library.</i>	•	•	•
<i>2.2 The Library will strive to provide mixed use spaces to encourage collaboration while continuing to provide space for individual learning.</i>			

Strategic Goal 3: Plan for regular updates

Supporting Objectives	2017-2018	2018-2019	Next Steps for 2019-2021
<i>3.1 The Library will continually assess space and technology needs, utilization, and condition.</i>	•	•	•
<i>3.2 Our space will remain flexible in order to implement practical renovations and redesigns when needed.</i>			

<p>3.4 <i>As technology needs and interests change, we will address those changes throughout library spaces by assessing equipment and infrastructure.</i></p>			
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Strategic Goal 4: Assess and improve staff spaces

Supporting Objectives	2017-2018	2018-2019	Next Steps for 2019-2021
<p>4.1 <i>Staff work areas need to allow for collaboration as well as individual productivity.</i></p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
<p>4.2 <i>We will also ensure flexibility in new and existing staff spaces in order to accommodate changing workflows.</i></p>			