

**Helmke Library Program Review and Self-Study
Plan of Action with Progress Indicators and Financial/Non-financial Requests
2014-2016**

Issues	Actions	Leaders	Progress Indicators	Timeframe	Resources
Complete library renovations that upgrade infrastructure and create a learning-centered library facility while still providing quality library services .	Develop Academic Program Statement for library renovation that emphasizes learning-centered facility	Library and Physical Plant staff	1.Prepare Academic Program Statement 2.Present to Physical Plant for review 3.Revise as needed	Fall 2013	Library, Physical Plant personnel hours
	Move technical services staff to fourth floor with minimum disruption of service to make room for Honors Program Center	Physical Plant, library staff, IT services	1.Determine acceptable space 2.Develop detailed plans 3.Complete move	January – February 2014	Renovation budget Library Physical Plant, ITS personnel hours
	Work with Ratio (architectural firm) to finalize plans for library renovation	Ratio, Library staff, student & faculty, representatives, Administration	1.Select library renovation planning committee 2.Solicit campus-wide input 3.Develop viable design plans	Summer 2014-Spring 2015	Renovation budget Library personnel hours
	Develop and implement library plan of operation during renovation based upon construction phases	Ratio, Library staff IT services	1.Adjust library services to accommodate construction demands	Spring 2015 – December 2016	Renovation budget Library personnel hours
Develop future-directed, multi-year general fund budget that is based upon review and analysis of academic program needs	Prepare normalized budget request for FY2014-2015 for VCAA, Deans, and University Budget Committee	Library Management Team	1.Determine actual S & E expenditures over last 5 yrs. 2.Develop analysis of materials market, expenditures and academic program needs 3.Determine personnel needs	August 2013-March 2014	Library personnel hours
	Prepare recommendation	Library Dean	1.Research similar universities	January 2014	Library Dean hours

	for a proposed per credit hour library fee		that charge a library fee 2. Survey IU & Purdue Libraries' practices 3. Develop recommendation for IPFW student library fee		
	Work with VCAA, Deans and university budget committee to develop an annual report that provides relevant information needed to make informed materials budget allocation	Library Management Team	1. Research other academic library practices 2. Develop report based upon IPFW costs, program needs 3. Submit for review 4. Revise as needed	Ongoing beginning 2014	VCAA, Deans, UBC, and library staff hours
	Prioritize and adjust library action plans based on actual budget allocations	Library Operations Council	1. Revise library priorities based upon budget reality	April-June 2014 and April-June 2015	Library personnel hours
Develop alternate funding strategy to achieve library priorities	Develop fund-raising priorities for VCAA and VCA	Library Operations Council	1. Prepare list of priorities, amounts and description 2. Advocate for library fund-raising as a campus priority 3. Work with VCA to assist with fund raising efforts	Feb-March 2014 Ongoing based upon campus priority	Library personnel hours
			1.		
Determine campus commitment to a fully-funded, sustainable university archives and plan accordingly	Develop recommendations and cost estimate to establish a viable university archives	Library Dean and Interim University archivist, VCAA	2. Prepare detailed report for VCAA 3. Meet with administration to determine course of action	June-fall 2014	Library personnel hours TBD
Clearly identify information literacy (IL) as the library's academic program	Implement VCAP grant pilot project, evaluate, and make recommendations for use	ISI librarians, selected writing program faculty	1. Prepare IL tool-kit for pilot Gen Ed courses 2. Integrate in pilot Gen Ed courses	Spring 2014-June 2015	Library personnel hours and selected faculty hours

	in relevant Gen Ed courses		<ol style="list-style-type: none"> 3. Evaluate effectiveness 4. Make recommendations for use in relevant Gen Ed courses 		
	Review library's current information literacy program model, and adjust as needed to support Baccalaureate Framework	ISI librarians and IAs	<ol style="list-style-type: none"> 1. Hire tenure-track librarian and increase part-time librarian hours 2. Review current practices for effectiveness 3. Recommend changes and resources needed 4. Implement and evaluate changes 	January 2014-June 2015	<p>Tenure-track librarian \$55,000</p> <p>Increase part-time librarian hours (current part-time wage budget)</p> <p>Other TBD</p>
	Continue to integrate IL into library services, programs and IPFW curriculum, especially in the virtual environments where students and faculty work and play.	ISI librarians, library IT, and campus ITS	<ol style="list-style-type: none"> 1. Participate in myIPFW revisions and highlight library services 2. Increase presence in Blackboard Lean courses 3. Review library and LC website and update as needed 4. Explore uses of social media, especially Facebook to engage students and faculty 	January 2014-June 2015	<p>Tenure-track librarian \$55,000 (see above)</p> <p>Increase part-time librarian hours (current part-time wage budget)</p> <p>Other TBD</p>
Continue to develop expertise in dealing with digital materials of all types, including new forms of scholarship, teaching and learning resources, special collections, and research data	Create library Scholarly communication and Digital Collections Management unit	Librarians and Library staff	<ol style="list-style-type: none"> 1. Identify current staff and librarians to form new unit 2. Develop unit goals and plan of operation 3. Revise job descriptions 4. Hire tenure-track library with part-time responsibilities for Scholarly Communication 5. Determine other staffing needs 	Spring 2014-June 2015	Tenure-track librarian \$55,000 (see above)
	Expand investment in selection and delivery of e-book collections	Collection Development Group	<ol style="list-style-type: none"> 1. Investigate ebook purchase/subscription options 2. Subscribe to pilot ebook 	Spring 2014-June 2015	\$20,000-30,000 (one-time funds from library endowment)

			collection 3. Evaluate use and adjust subscription as needed		
	Work with Senate Library Subcommittee to promote open access at IPFW	Senate Library Subcommittee, Library Dean	1. Prepare Open Access FAQ and send to all faculty 2. Offer Open Access Faculty Forum 3. After faculty feedback, send Open Access resolution to URPC for action	Spring 2014-June 2015	Library dean hours and faculty hours
Develop an assessment plan that demonstrates the library's impact on the university's primary academic missions, goals and objectives	Create a library task force to develop plan, submit recommendations, and begin implementation	Librarians	1. Create task force 2. Develop plan 3. Submit recommendations 4. Begin implementation 5. Evaluate effectiveness	June 2014-June 2016	Library personnel hours Software (TBD)
Expand campus partnerships and projects in assessment activities and reporting to communicate library value and impact	Collaborate with institutional research staff to determine ways to leverage or shape library data.	Librarians, Institutional Research	1. Explore linking library data such as reference and research consultations, circulation counts, database usage statistics, and the number and types of instruction sessions with other campus data sets 2. Determine programming and equipment needs 3. Develop a pilot test and evaluate results	June 2014- June 2016	TBD
Improve library's communication of its resources, services and	Revive library marketing group to update or develop a new marketing	Librarians, library staff	1. Review current marketing plan and strategies 2. Recommend changes as	Summer 2014-summer 2015	Marketing Budget \$1,200

programs to the IPFW community and beyond	plan		needed to communicate our value to targeted groups, e.g. students, faculty, parents, administration, legislature, etc. 3. Implement changes		
	Develop library campaign that spotlights library services, resources, and programs, especially its virtual resources, during the library renovation	Library and Learning Commons Council	<ol style="list-style-type: none"> 1. Develop a library information and marketing plan for the 3-year renovation project 2. Highlight library services and resources, especially virtual, that are available during the renovation 3. Use print and electronic means to keep IPFW community up-to-date on renovation progress and facilities issues. 	Spring 2014-fall 2016	Marketing budget , \$1,200 Other TBD

Friday, April 04, 2014