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## CODES

Access Svcs -----	Access Services
Acq Librarian -----	Acquisition Librarian
Admin -----	Dean, Associate Dean
AgNIC Work G-----	AgNIC Work Group
Archives & Spec Coll -----	Archives & Special Collections
Assoc. Dean -----	Associate Dean
Bldg Monitor-----	Building Monitor
Bus Mngr-----	Business Manager
CD Librarian -----	Collection Development Librarian
DE WorkG -----	Distance Ed Work Group
DH -----	Department Heads
Fac Mentoring TF-----	Faculty Mentoring Task Force
Gov Doc Librarian -----	Government Documents & Maps Librarian
Grants -----	Grants/University Relations Officers
HR -----	Human Resources
HR Liaison-----	Library HR Liaison
Instruc Coord.-----	Instruction Coordinator
Lib Dev Officer-----	Library Development Officer
Lib Mat. WorkG-----	Library Materials Budget Work Group
Libsys5 -----	Lib System 5
OFS -----	Office of Facilities and Services
R&R Svcs -----	Reference & Research Services
Sc. Librarian-----	Science Librarian
Search Comm -----	Search Committees
Sp Work G-----	Space Work Group
SS -----	Subject Specialists
Staff -----	All Staff
Tech Svcs -----	Technical Services
TForce -----	Task Force
Work G -----	Work Group
2012 Cmt -----	2012 Committee

**ASSESSMENT**

OBJECTIVE	ACTION	PROGRESS MADE
1. Assess library services for distance education (Living the Vision 2009, Goal 1) Library 2009-2012 Plan Initiated 2006-07	1.1 Create distance education work group to review existing library services in accordance with NMSU's Distance Education Strategic Plan	1.1 Continue in FY 11
2. Have all departments do at least one assessment activity Initiated 2007-08	2.1 Each Department Head plans and executes an assessment activity  2.1a Access Services- Plan, implement, and report on <i>Mystery Shopping</i> 2.1b Archives & Spec. Coll - Assessment of processed vs unprocessed RGHC 2.1c Ref & Rsrch- Create program learning outcomes, with specific assessment criteria, for at least two regular instruction sessions.  2.2 Using feedback, make necessary changes  2.3 Prepare report on activity for library Administration. If appropriate, prepare a report for OAC	2.1a Decided not to pursue  2.1b In Progress- Continue in FY11  2.1c ACHIEVED  2.2 ACHIEVED  2.3 Continue in FY11
3. Redesign public spaces in both libraries to better address library user needs. Library 2009-2012 Plan	3.1 Conduct second round of assessments to determine response to space enhancements on 1 <sup>st</sup> floors of Branson and Zuhl. Analyze and respond.	3.1 ACHIEVED

**FACILITIES/SPACE**

OBJECTIVE	ACTION	PROGRESS MADE
1. Provide effective space for Government Documents & Maps services and operations <i>Library 2009-2012 Plan</i>	1.1 Analyze data from GIS user survey 1.2 Develop spatial plan for Government Documents & Maps Unit 1.3 Reconfigure space	1.1 ACHIEVED 1.2 ACHIEVED 1.3 ACHIEVED
2. Install new Way Finding System – Branson <i>Library 2009-2012 Plan</i> <i>Initiated 2009-10</i>	2.1 Finalize signs to be installed, 1 <sup>st</sup> floor 2.2 Install	2.1 ACHIEVED 2.2 ACHIEVED
3. Construct Archives as part of Domenici Public Policy Institute Bldg (multiple years) <i>Initiated 2008-09</i>	3.1 Contribute to building feasibility study 3.2 Construction of building	3.1 ACHIEVED 3.2 Pending Funding
4. Develop plan for optimal use of space – Branson <i>Library 2009-2012 Plan</i> <i>Initiated 2009-10</i>	4.1 Do floor load structural analysis for Branson. 4.2 Assess Branson space and prepare report for Library Dean ( <i>relates to Services target, objective #3</i> )	4.1 ACHIEVED 4.2 ACHIEVED
5. Ensure stabilization of shelving in open stack areas <i>Initiated 2009-10</i>	5.1 Install tie struts on 2 <sup>nd</sup> and 3 <sup>rd</sup> floors in Zuhl; and remaining areas in Gov Docs, 3 <sup>rd</sup> and 4 <sup>th</sup> floors in Branson	5.1 ACHIEVED
6. Reduce in energy consumption ( <i>Living the Vision 2009, Goal 5</i> ) <i>Initiated 2009-10</i>	6.1 Redesign of stack lighting system 6.2 Bathroom light sensors- Zuhl	6.1 BRR Proposal for funding submitted- Phase 1 funded 6.2 ACHIEVED

**FISCAL MANAGEMENT**

OBJECTIVE	ACTION	PROGRESS MADE
1. Restructure Library Materials budget (Living the Vision 2009, Goal 5) Initiated 2007-08	1.1 Review alternatives to current departmental allocation model 1.2 Replace with new model	1.1 ACHIEVED 1.2 Continue in FY11
2. Assess status of perpetual access provisions in current licenses (Living the Vision 2009, Goal 5) Initiated 2006-07	2.1 Get licenses loaded 2.2 Establish e-licensing standards including perpetual access as a component of all license agreements 2.3 Prepare report on perpetual licenses 2.4 Explore ERR (Equipment Renewal & Resources) as new funding stream (perpetual licenses =capitalization)	2.1 ACHIEVED 2.2 In Progress- Continue in FY11 2.3 ACHIEVED 2.4 In Progress- Continue in FY11
3. Respond to Economic Constraints (2.5%-5% permanent reductions in base budgets) (Living the Vision 2009, Goal 5) Initiated 2009-10	3.1 Identify areas for budget reductions 3.2 Implement	3.1 ACHIEVED 3.2 ACHIEVED

**FUNDRAISING**

OBJECTIVE	ACTION	PROGRESS MADE
1. Create 2 new endowments (Living the Vision 2009, Goal 5)	1.1. Identify donors and sign agreements	50% ACHIEVED– Continue in FY11 1 Endowment created
2. Increase by at least 3% the growth of 4 existing endowments (Living the Vision 2009, Goal 5)	2.1. Identify donors to “grow” existing endowments & “do the ask”	2.1 ACHIEVED
3. Use calendar as part of Fall fund raising letter to active RGHC members & for Stewardship	3.1. Create the 2010 RGHC Calendar	3.1 ACHIEVED
4. Plan a Library Staff fundraising activity (Living the Vision 2009, Goal 5)	4.1. Raise funds for <i>El Dia de los Ninos /El Dia de los Libros</i> outreach programs	4.1 ACHIEVED
5. Kick-off 2 million Volumes by 2012 Campaign (Living the Vision 2009, Goal 5) Library 2009-2012 Plan Initiated 2009-10	5.1 Identify donors with book collections that fit our needs 5.2 Identify private and corporate donors who can give to specific collections/ subject areas 5.3 Create and promote University wide campaign as well as community based campaign	5.1 ACHIEVED 5.2 In Progress – Continue in FY11 5.3 In Progress– Continue in FY11
6. Raise funds to add US/ Mexico border related collections to Archives (Living the Vision 2009, Goal 1) Initiated 2009-10	6.1 Identify donors with interest in border issues and make the ask 6.2 Identify relevant collections to acquire 6.3 Letter campaign to large donor pool with subject interest	6.1 ACHIEVED 6.2 In Progress– Continue in FY11 6.3 ACHIEVED
7. Raise funds for ongoing serials costs (Living the Vision 2009, Goal 5) Initiated 2009-10	7.1 Work with each college on a plan to solicit funds for ongoing serials costs	7.1 Decided not to pursue
8. Plan fundraising events Initiated 2009-10	8.1 Jett Letters Event planned, promoted & executed in conjunction w/ College of Engineering 8.2 Plan, promote and execute Round Up Digitization Celebration 8.3 Plan “White Gloves” event for Archives 8.4 Steward gifts made at events	8.1 ACHIEVED 8.2 Event in Early Fall 2010 8.4 ACHIEVED
9. Produce Casad/ VanWinkle Biography Initiated 2009-10	9.1 Hire author 9.2 Engage donors in the project 9.3 Complete manuscript by 7/1/2010	9.1 ACHIEVED 9.2 ACHIEVED 9.3 ACHIEVED
10. Spend Down Current Use Accounts Library 2009-2012 Plan Initiated 2009-10	10.1 Spend down current use accounts towards 2 million volumes by 2012 goal	10.1 Achieved 50% of current use accounts spent down in FY 10

**INFRASTRUCTURE/ORGANIZATIONAL EFFICIENCY**

OBJECTIVE	ACTION	PROGRESS MADE
1. Develop a comprehensive digital program Library 2009-2012 Plan Initiated 2007-08	1.1 Evaluate the status of NMSU in relation to our peers in the area of digitization activities 1.2 Develop digitization plan (Phased) 1.3 Implement	1.1 ACHIEVED  1.2 ACHIEVED  1.3 Continue in FY11
2. Review & strengthen library statistics reporting Initiated 2008-09	2.1 Review existing procedures 2.2 Implement changes, if needed	2.1- 2.2 In Progress - Continue in FY11
3. Redesign Library Website Library 2009-2012 Plan Initiated 2008-09	3.1 Improve content depth of website 3.1a Archives & Special Colls 3.1b Reserves	3.1 – 3.1 ACHIEVED
4. Design internal equipment inventory database and improve procedures Initiated 2006-07	4.1 Design tables, forms and reports in equipment Inventory database	4.1 20% In Progress – Continue in FY11
5. Gain efficiencies by functioning as One University-One Library (Living the Vision 2009, Goal 5) Library 2009-2012 Plan Initiated 2006-07	5.1 Propose Voyager acquisitions functions to LibSystem 5 Group 5.2 Implement as agreed upon 5.3 Establish system-wide cooperative collection development policies & procedures	5.1 ACHIEVED  5.2 ACHIEVED 5.3 Continue in FY11
6. Schedule employees in a more efficient and effective manner Initiated 2009-10	6.1 Evaluate software programs, such as <i>When-to-Work</i> 6.2 Recommend, acquire, and implement based on findings	6.1 ACHIEVED  6.2 Decided not to pursue
7. Electronic calendaring system applications for library Initiated 2009-10	7.1 Develop calendaring system that meets needs of departments 7.2 Implement	7.1 ACHIEVED  7.2 ACHIEVED

**PERSONNEL**

OBJECTIVE	ACTION	PROGRESS MADE
1. Implement an e-portfolio system for Faculty Annual Performance and P & T processes <i>Initiated 2008-09</i>	1.1 Complete design (Digital Measures) 1.2 Implement	1.1 ACHIEVED - Annual Performance Evaluation 1.2 In Progress –Modifications to 1 <sup>st</sup> design- Continue in FY11
2. Reduce the number of position titles used for classification of non-exempt positions (Living the Vision 2009, Goal 2) <i>Library 2009-2012 Plan</i> <i>Initiated 2009-10</i>	2.1 Do position mapping of all non-exempt positions	2.1 ACHIEVED Pending – HR Finalization
3. Personnel records retention review <i>Initiated 2009-10</i>	3.1 Review state & university requirements re: records retention 3.2 Assure Library records are in compliance with 3.1	3.1 Continue in FY11
4. Ensure compliance with University P&T document	4.1 Develop faculty mentoring plan for library	4.1 ACHIEVED

**POLICY DEVELOPMENT**

OBJECTIVE	ACTION	PROGRESS MADE
1. Establish needed library policies and/or revise existing library policies <i>Initiated 2007-08</i>	1.1 Meeting Room Policy	1.1 ACHIEVED
	1.2 Events Policy	1.2 ACHIEVED
	1.3 Corporate Borrowers Card Policy	1.3 Continue in FY11
	1.4 Privacy Policy	1.4 Continue in FY11
	1.5 Services for Users with Disabilities (Revision)	1.5 Continue in FY11
	1.6 Unattended Children (Revision)	1.6 In Progress – Continue in FY11
	1.7 Filming/Photographing in the Library Policy	1.7 Continue in FY11
	1.8 Postings in Library (Bulletin Board)	1.8 ACHIEVED
	1.9 Computer Use Policy (Review)	1.9 ACHIEVED
	1.10 Keys Policy	1.10 In Progress – Continue in FY11
	1.11 Orphan Works	1.11 Continue in FY11



**PROFESSIONAL DEVELOPMENT/TRAINED WORKFORCE**

OBJECTIVE	ACTION	PROGRESS MADE
1. Provide opportunities for staff training and professional development <a href="#">Library 2009-2012 Plan</a> <a href="#">Initiated 2007-08</a>	1.1 Problem Patrons 1.2 Safety Training 1.3 Copyright & Fair Use 1.4 Outlook/Exchange 1.5 Library Budget Basics 1.6 FMLA (all staff)	1.1 ACHIEVED 1.2 ACHIEVED 1.3 Continue in FY11 1.4 ACHIEVED 1.5 Continue in FY11 1.6 Continue in FY11

**SERVICES**

OBJECTIVE	ACTION	PROGRESS MADE
1. Increase access to collections (Living the Vision 2009, Goal 5) Initiated 2006-07	1.1 Implement plan for cataloging pre-1976 government documents 1.2 Reduce the backlog of unprocessed archives collections 1.2.a Specify collections to be processed 1.3 Continue to design Domenici website 1.4 Explore submitting "expression of interest" to SCOAP <sup>3</sup> open access project. 1.5 Improve access to SciFinder Scholar by converting to web platform	1.1 ACHIEVED 1.2 Continue in FY11 1.2a Not achieved– Continue in FY11 1.3 Continue in FY11 1.4 Decided not to pursue 1.5 ACHIEVED
2. Increase quality and content of NMSU/AgNIC sites (Living the Vision 2009, Goal 5) Library 2009-2012 Plan Initiated 2006-07	2.1 Review and revise NMSU/AgNIC to meet new guidelines and enrich websites	2.1 ACHIEVED (Rangelands)
3. Restructure Periodical Services Library 2009-2012 Plan Initiated 2008-09	3.1 Develop Plan 3.2 Implement Plan	3.1 ACHIEVED 3.2 In Progress– Continue in FY11
4. Provide users with "one-stop" access to IDS and inter-campus borrowing and lending services (Living the Vision 2009, Goal 5) Library 2009-2012 Plan Initiated 2009-10	4.1 Make systems changes 4.2 Rebrand existing ILLiad and Pegasus services as <i>Request It!</i> 4.3 Evaluate staff functions, adjust and train 4.4 Monitor deliveries between NMSU campuses	4.1 In Progress – Continue in FY11
5. Provide a cashless service option for Library users Library 2009-2012 Plan Initiated 2009-10	5.1 Investigate feasibility of accepting <i>Aggie Cash</i> at service desks 5.2 Implement if feasible	Decided not to pursue
6. Increase computing capability within Library by offering notebook/laptop loan program Initiated 2009-10	6.1 Assess feasibility of new services 6.2 Seek partners for 1-year pilot project 6.3 Develop policies & procedures 6.4 Implement and assess	6.1 ACHIEVED 6.2 ACHIEVED 6.3 In Progress– Continue in FY11 6.4 In Progress– Continue in FY11
7. Broaden the library instruction base. Library 2009-2012 Plan Initiated 2009-10	7.1 Pilot new one-credit research skills course (LIB 101)	7.1 In Progress– Continue in FY11
8. Support fair and ethical use of information. Initiated 2009-10	8.1 Create copyright/fair use website for campus community	8.1 ACHIEVED

**SYSTEMS**

OBJECTIVE	ACTION	Progress Made
1. Improve Voyager system function <i>Initiated 2006-07</i>	1.1. Upgrade Voyager	1.1 ACHIEVED
2. Provide expanded scanning capabilities <i>Initiated 2007-08</i>	2.1. Incorporate scanning functions into digital microform readers	2.1 ACHIEVED
3. Upgrade e-mail and web server <i>Initiated 2009-10</i>	3.1 Purchase hardware 3.2 Software setup	3.1 ACHIEVED 3.2 ACHIEVED
4. Upgrade Windows server <i>Initiated 2009-10</i>		4. ACHIEVED
5. Expand DocuTek e-reserve service offerings <i>Initiated 2009-10</i>	5.1 Test new audio/video streaming capabilities 5.2 Promote enhanced service 5.3 Monitor and assess	5.1 ACHIEVED 5.2 ACHIEVED 5.3 In Progress – Continue in FY11
6. Enhance Library website <i>Initiated 2009-10</i>	6.1 Add “suggest a purchase” form to solicit user recommendations for collection development.	6.1 Continue in FY11