

ADMINISTRATIVE / INFRASTRUCTURE / ORGANIZATIONAL EFFICIENCY 2

ASSESSMENT 3

COLLECTION MANAGEMENT / COLLECTION DEVELOPMENT 4

DIGITAL INITIATIVES 5

FACILITIES / SPACE 6

FISCAL MANAGEMENT 7

LIBRARY DEVELOPMENT 7

LIBSYS5 8

PERSONNEL 8

PROFESSIONAL DEVELOPMENT / WORKFORCE TRAINING 8

SYSTEMS / TECHNOLOGICAL INNOVATIONS 9

ADMINISTRATIVE / INFRASTRUCTURE / ORGANIZATIONAL EFFICIENCY

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Strengthen methods of library data management NMSU Library 5-Year Plan (2013-2018) Be Proactive in an Environment of Continuous Change	1.1 Codify data management procedures 1.2 Develop and codify protocol to insure sustainability of dashboards	Library Administration Department Heads	1.1-1.2 In Progress. Carryforward to FY16
2. Have an NMSU Library Communication Plan NMSU Library 5-Year Plan (2013-2018) Strive for an exceptional work environment	2.1 Develop plan 2.2 Approve and implement	Library Administration Task Force	Pending Task Force Recommendation
3. Have an organizational structure that is effective and efficient External Library Review: Organizational Style	3.1 Investigate options for improving the organizational structure of the library 3.2 Make recommendations 3.3 Approve and implement options	Library Administration Department Heads Task Force	3.1-3.2 Completed 3.3 In Progress
4. Transition to the next generation of ILS/Discovery Services NMSU Library 5-Year Plan (2013-2018) Be Proactive in an Environment of Continuous Change NMSU Vision 2020 (July 15, 2014) Resource Stewardship 5B.1	4.1 Develop report regarding needs and desired outcomes 4.2 Make recommendations 4.3 Identify funding source 4.4 Implement	Library Administration Task Force	4.1-4.4 Pending Task Force Recommendation
5. Assure library policies are current and relevant	5.1 Revise the Gifts Policy #022 5.2 Revise the Library Faculty Summer Contracts Policy #021 5.3 Update Emergency Action Plan #010 5.4 Update Assessment Policy #018 5.5 Update Travel #032 5.6 Create Affirmative Action Plan 5.7 Create Staff Development and Training policy 5.8 Create Use of Group Study and Research Carrels policies	Library Administration Department Heads	5.1 In Progress. Carryforward to FY16 5.2-5.3 Completed 5.4 In Progress. Carryforward to FY16 5.5 Carryforward to FY16 5.6 No Progress. 5.7 No Progress. Carryforward to FY16 5.8 Completed
6. Collaborate on the development of a medical library for the Burrell College of Osteopathic Medicine NMSU Vision 2020 (July 15, 2014) Economic Development and Community Engagement 4C.3	6.1 Develop proposal	Library Administration Library BCOM Team	6.1 Contract services proposal under development. Carryforward to FY16

7. Update the NMSU Library's Mitigation Plan NMSU Vision 2020 (July 15, 2014) Resource Stewardship 5B.3	7.1 Update the Plan to reflect the library's progress in addressing the offloading of collections to meet floor load weight requirements in both Branson and Zuhl libraries	Library Administration Access Services Department Head	7.1 Completed
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ASSESSMENT

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Improve understanding of users' resource sharing experiences External Library Review: Understanding User Needs NMSU Library 5-Year Plan (2013-2018) Be Proactive in an Environment of Continuous Change NMSU Vision 2020 (July 15, 2014) Academics and Graduation 1B.2	1.1 Submit IRB proposal 1.2 Implement survey 1.3 Analyze results 1.4 Analyze turnaround time data from Illiad and Rapid 1.5 Present findings	Library Administration Access Services Department Head	1.1-1.5 In progress. Carryforward to FY16
2. Improve and codify NMSU Library's data gathering and assessment process and procedures NMSU Library 5-Year Plan (2013-2018) Be Proactive in an Environment of Continuous Change	2.1 Advise and make recommendations to the Dean on: 2.1a What data should be collected and reported 2.1b Provide guidance on best way to measure user feedback from various user groups 2.1c Recommendations on a Library Assessment Plan	Data Management and Assessment Work Group	2.1-2.1c Completed
3. Evaluate and improve internal operations and programs through targeted assessment activities. External Library Review: Optimizing Staff Resources NMSU Library 5-Year Plan (2013-2018) Strive for an Exceptional Work Environment Be Proactive in an Environment of Continuous Change	3.1 Develop and distribute an Online Supply Store Satisfaction Survey 3.1a Evaluate and make improvements as feasible 3.2 Assess Technical Services TSissues 3.2a Evaluate and make improvements as feasible 3.3 Assess LibraryU 3.3a Evaluate and make improvements as feasible 3.4 Re-examine the effectiveness and accuracy of statistics collected at all service points via RefAnalytics	Library Administration Assessment & Data Management Librarian Department Heads LibraryU Committee	3.1-3.1a Completed 3.2-3.2a Completed 3.3-3.3a In Progress. Carryforward to FY16 3.4 Completed

COLLECTION MANAGEMENT / COLLECTION DEVELOPMENT

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
<p>1. Address access issues associated with e-books External Library Review: E-Resource Collections NMSU Library 5-Year Plan (2013-2018) Employ Strategic Collection Management Models</p>	<p>1.1 Complete documentation on e-book management (checklist for e-book packages, workflow steps) and share with staff</p>	<p>E-books Work Group</p>	<p>1.1 No Progress. Carryforward to FY16</p>
<p>2. Learn more about demand driven acquisitions NMSU Library 5-Year Plan (2013-2018) Be Proactive in an Environment of Continuous Change NMSU Vision 2020 (July 15, 2014) Resource Stewardship 5B.1</p>	<p>2.1 Evaluate and share experiences with other subject specialists 2.2 Make recommendations on further actions</p>	<p>Acquisitions Librarian</p>	<p>2.1-2.2 Completed</p>
<p>3. Explore collaborative collection development plan with UNM Library NMSU Library 5-Year Plan (2013-2018) Employ Strategic Collection Management Models</p>	<p>3.1 Meet with UNM Library Dean to discuss possible plan</p>	<p>Library Dean</p>	<p>3.1 In Progress. Met with new Collection Development Coordinator. Carryforward to FY16</p>
<p>4. Deselect print monographs and journals according to criteria External Library Review: Collection Management Issues NMSU Library 5-Year Plan (2013-2018) Employ Strategic Collection Management Models NMSU Vision 2020 (July 15, 2014) Resource Stewardship 5B.3</p>	<p>4.1 Develop review process and deselection criteria for WEST print journals and SCS monographs for possible de-selection 4.2 Initiate de-selection of collections based on criteria</p>	<p>Access Services Department Head Subject Specialists</p>	<p>4.1-4.2 In progress. Carryforward to FY16</p>

DIGITAL INITIATIVES

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
<p>1. Provide support systems to move NMSU to electronic theses and dissertations (ETD) environment External Library Review: E-Resource Collections NMSU Library 5-Year Plan (2013-2018) Employ Strategic Collection Management Models NMSU Vision 2020 (July 15, 2014) Resource Stewardship 5B.3</p>	<p>1.1 Develop full implementation plan and timetable 1.2 Implement campus-wide</p>	<p>Library Administration ETD Team Graduate School Dean</p>	<p>1.1 Implementation plan in progress with fall 2015 rollout target 1.2 Pending actions by Graduate College Dean. Carryforward to FY16</p>
<p>2. Increase the number of library digital collections available to the public NMSU Library 5-Year Plan (2013-2018) Employ Strategic Collection Management Models</p>	<p>2.1 Make NMSU Yearbooks digitally available 2.2 Make NMSU Graduate Catalogs digitally available 2.3 Make Library Newsletter digitally available 2.4 Initiate planning for digitization of Tombaugh Papers</p>	<p>Library Administration Digital Project Librarian and Teams</p>	<p>2.1-2.4 Completed</p>
<p>3. Optimize and achieve greater effectiveness and efficiencies of CONTENTdm NMSU Library 5-Year Plan (2013-2018) Employ Strategic Collection Management Models NMSU Vision 2020 (July 15, 2014) Resource Stewardship 5B.3</p>	<p>3.1 Create CONTENTdm Task Force 3.2 Make recommendations 3.3 Implement changes/enhancements as feasible</p>	<p>Library Dean CONTENTdm Task Force</p>	<p>3.2-3.3 Pending Task Force Recommendations. Carryforward to FY16</p>

FACILITIES / SPACE

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
<p>1. Create a Specialized Study Area in Zuhl Library External Library Review: Library; Public Spaces NMSU Library 5-Year Plan (2013-2018) Create Dynamic Library and Research Environments NMSU Vision 2020 (July 15, 2014) Resource Stewardship 5B.3</p>	<p>1.1 Implement BRR project plan to develop 6 group study rooms, 1 presentation practice room, and 8 doctoral study carrels 1.1a Acquire and install furnishings, software, and collaboration technology 1.1b Open rooms for student use 1.1c Market and promote</p>	<p>Library Administration Access Services Department Head Facilities & Services External Vendors and Contractors</p>	<p>1.1-1.1c Completed</p>
<p>2. Have a café in Zuhl Library External Library Review: Library; Public Spaces NMSU Library 5-Year Plan (2013-2018) Create Dynamic Library and Research Environments NMSU Vision 2020 (July 15, 2014) Resource Stewardship 5B.3</p>	<p>2.1 Participate in RFP process to secure café vendor 2.2 Participate in project planning and activities if vendor secured</p>	<p>Library Administration Auxiliary Services Provost</p>	<p>2.1 In progress. Carryforward to FY16 2.2 Pending results of RFP</p>
<p>3. Improve facilities infrastructure at Branson and Zuhl libraries for energy and cost efficiencies NMSU Vision 2020 (July 15, 2014) Resource Stewardship 5B.3</p>	<p>3.1 Work cooperatively to update lighting at both libraries 3.1a Replace malfunctioning motion sensor system in Zuhl stacks 3.2 Work cooperatively to update HVAC mechanical systems in both buildings</p>	<p>Library Associate Dean Facilities & Services AMERESCO</p>	<p>3.1-3.2 Completed</p>

FISCAL MANAGEMENT

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Increase level of funding in library budgets NMSU Library 5-Year Plan (2013-2018) Be Proactive in an Environment of Continuous Change NMSU Vision 2020 (July 15, 2014) Resource Stewardship 5B.1	1.1 Obtain GO Bond funding for FY16 1.2 Secure alternative revenue streams 1.2a Obtain student library fees 1.3 Increase the I&G materials budget base	Library Administration NMLA/NMCAL Legislative Committees NMSU Government Relations Provost	1.1-1.3 Completed
2. Meet FY15 budget reduction targets NMSU Library 5-Year Plan (2013-2018) Be Proactive in an Environment of Continuous Change NMSU Vision 2020 (July 15, 2014) Resource Stewardship 5B.3	2.1 Identify one-time cost reductions 2.2 Address budget reduction impact on operations	Library Administration Library Budget Committee	2.1-2.2 Completed

LIBRARY DEVELOPMENT

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Clarify library donor documents and procedures	1.1 Revise Deed of Gift 1.1a Write addendum to the Deed of Gift to clarify all administrative costs associated with gifts to increase transparency	Director of Development Library Administration	1.1 Completed 1.1a In Progress. Carryforward to FY16
2. Review all gift and endowment accounts	2.1 Detail donor intent for expenditure of gift funds for endowments and current use accounts	Director of Development Library Administration	2.1 In Progress. Carryforward to FY16
3. Provide a scholarship fund for library student employees NMSU Vision 2020 (July 15, 2014) Resource Stewardship 5A.2	3.1 Establish protocol for administering scholarship 3.2 Award scholarships	Director of Development Library Administration	3.1 Completed 3.2 In Progress. Carryforward to FY16

LIBSYS5

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Increase the level of engagement of the group NMSU Library 5-Year Plan Engage in Outreach and Community Partnerships	1.1 Meet on a more regularized schedule 1.1a Conduct semi-annual videoconferences 1.2 Have at least one on-site meeting	LibSys5 Administrators Library Department Heads	1.1-1.2 Completed

PERSONNEL

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Assure that the NMSU Library Faculty Evaluation Process and Criteria for scoring is accurate	1.1 Create a faculty work group 1.1a Make recommendations for any changes 1.2 Review work group recommendations 1.2a Implement approved changes	Library Administration Work Group	1.1-1.2a Completed
2. Assure library personnel records are in compliance with campus records retention policy	2.1 Develop a guide for Library Department Heads on departmental records retention 2.2 Meet with all Department Heads to assure compliance	HR Operations Unit Coordinator Department Heads	2.1-2.2 No Progress. Carryforward to FY16

PROFESSIONAL DEVELOPMENT / WORKFORCE TRAINING

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Have a highly trained and skilled workforce External Library Review: Optimizing Staff Resources NMSU Library 5-Year Plan (2013-2018) Strive for an Exceptional Work Environment	1.1 Offer at least two all-staff training programs each semester 1.2 Investigate Lynda.com as a training tool 1.2a Investigate options 1.2b Make recommendations 1.2c Pilot product/program	LibraryU Committee Systems Department Head	1.1-1.2 Completed

SYSTEMS / TECHNOLOGICAL INNOVATIONS

OBJECTIVE	ACTION	ASSIGNED LEADERS	PROGRESS MADE
1. Ensure Library web pages are in compliance with NMSU web template NMSU Vision 2020 (July 15, 2014) Economic Development and Community Engagement 4D.2	1.1 Determine areas of Library web pages to be changed 1.2 Update pages	Library Dean Web Designer Communications Specialist	1.1-1.2 In Progress. Carryforward to FY16
2. Replace existing notification system in Voyager with email-only system	2.1 Identify changes in notification process in most recent Voyager version 2.2 Provide support for all LibSys5 libraries in transition to email-only system 2.3 Develop PR materials to alert all NMSU users of change 2.4 Modify patron update process to include all NMSU email addresses in patron load	LibSys5 Administrators Access Services Department Head Systems Department Head	2.1-2.4 Completed
3. Develop capabilities to have a web-based library master calendar for room scheduling, events, etc.	3.1 Explore options 3.2 Make recommendations 3.3 Implement	Library Administration Systems Department Head Senior Systems Analyst	3.1-3.3 Completed